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City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

JANUARY 4, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 2:30 p.m.

APPEALS BY POLICE OFFICER CANDIDATES

PART III, 3:30 p.m.

SEPARATIONS FROM THE SERVICE

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Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

DISABILITY ACCESS

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The Commission's meeting room, Room 282, Second Floor, City Hall, is wheelchair accessible. Sign language interpreters are available on request; please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 at least two business days before a meeting. A sound enhancement system has been installed. Large print copies of the agenda will be made available on request; please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 at least two business days in advance of need. In order to allow individuals with environmental illness to attend meetings, individuals are requested to refrain from wearing perfume or other scented products.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 4, 1993

PART I - 2 p.m.

DISABILITY ACCESS

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ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

A. Regular Meeting of December 7, 1992.

B. Special Meeting of December 14, 1992.

(4) ANNOUNCEMENTS.

Due to the legal holidays which occur in January and February which conflict with Civil Service Commission meeting dates, the Civil Service Commission has adopted the following meeting schedule for January and February 1993:

ANNOUNCEMENTS.(cont.)

January 18, 1993:	this meeting is cancelled due to the Martin Luther King Jr. Birthday Holiday.
February 1, 1993:	the Commission will meet as scheduled.
February 15, 1993	this meeting is cancelled due to the Presidents' Day Holiday.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 1, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH O.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1256-92)

NUMBER	DEPARTMENT	CONTRACTOR
263-92/93	Mayor's Office	S.F. Unified School District, Child Development Program
264-92/93	Mayor's Office	S.F. Unified School District, School Health Programs
265-92/93	Mayor's Office	Children's Council of San Francisco
266-92/93	Mayor's Office	Wu Yee Children's Services
267-92/93	Mayor's Office	Audrey L. Smith, Child Development Center, Inc.
268-92/93	Mayor's Office	Economic Opportunity Council

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
269-92/93	Mayor's Office	Holy Family Day Home
270-92/93	Mayor's Office	S.F. Jewish Community Center
271-92/93	Mayor's Office	CAHEED, Inc.
272-92/93	Mayor's Office	Children's Council of San Francisco
273-92/93	Mayor's Office	Wu Yee Children's Services
274-92/93	Mayor's Office	Children's Council of San Francisco
275-92/93	Mayor's Office	Wu Yee Children's Services
276-92/93	Mayor's Office	Family Service Agency of San Francisco
277-92/93	Mayor's Office	Hamilton Family Center
278-92/93	Mayor's Office	Children's Council of San Francisco
279-92/93	Mayor's Office	Daycare Consultants
280-92/93	Mayor's Office	Learning Services of Northern California
281-92/93	Mayor's Office	Wu Yee Children's Services
282-92/93	Mayor's Office	Bridges...From School to Work
283-92/93	Mayor's Office	Central City Hospitality House
284-92/93	Mayor's Office	Community Educational Services
285-92/93	Mayor's Office	San Francisco Conservation Corps

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(A)(cont)

NUMBER	DEPARTMENT	CONTRACTOR
286-92/93	Mayor's Office	Youth Guidance Center Improvement Committee
287-92/93	Mayor's Office	Visitacion Valley Community Center
288-92/93	Mayor's Office	Operation Contract, Inc.
289-92/93	Mayor's Office	RAP, Inc.
290-92/93	Mayor's Office	Camp Fire Boys & Girls
291-92/93	Mayor's Office	Mission Reading Clinic
292-92/93	Mayor's Office	San Francisco Educational Services, Inc.
293-92/93	Mayor's Office	Center of Juvenile and Criminal Justice
294-92/93	Mayor's Office	Asian Perinatal Advocates/Volunteers of SFGH
295-92/93	Mayor's Office	Easter Seal Society of San Francisco
296-92/93	Mayor's Office	Northern California Service League
297-92/93	Mayor's Office	Teenage Pregnancy and Parenting Project
298-92/93	Mayor's Office	California Lawyers for the Arts
299-92/93	Mayor's Office	Girls Leadership Project of San Francisco
300-92/93	Mayor's Office	Horizons Unlimited of San Francisco
301-92/93	Mayor's Office	Donaldina Cameron House

(A)(cont)

NUMBER	DEPARTMENT	CONTRACTOR
302-92/93	Mayor's Office	Lavender Youth Recreation Information Center
303-92/93	Mayor's Office	Mission Youth Soccer League
304-92/93	Mayor's Office	San Francisco Unified School District, School Health Programs CHDP Health Worker

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1257-92)

NUMBER	DEPARTMENT	CONTRACTOR
305-92/93	Airport	Seton Medical Center
306-92/93	Airport	To be determined
307-92/93	Airport	Cohrssen Environmental, Inc.
308-92/93	Airport	Honeywell, Inc.
309-92/93	Airport	MTK Publications/ Communications
310-92/93	Airport	Tracor Applied Sciences
311-92/93	Airport	AGS, Inc., Consulting Engineers
312-92/93	Arts Commission	Gary Dwyer
313-92/93	Arts Commission	Wang Po Shu
314-92/93	Arts Commission	Rene Yung
315-92/93	City Planning	Nelson/Nygaard Assoc.

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
316-92/93	Civil Service Commission	George Gaglini, Management Development Associates
317-92/93	San Francisco Community College District	KH Consulting Group
318-92/93	San Francisco Community College District	Testing and Technology Environmental Services
319-92/93	San Francisco Community College District	Reid and Tarics, Associates
320-92/93	San Francisco Community College District	Logan Hopper Associates
321-92/93	Controller	Pro-Data dba Pro-Star
322-92/93	Human Rights Commission	Project Sentinel
323-92/93	Mayor's Office	Legal Services for Children
324-92/93	Mayor's Office	Central City Hospitality House
325-92/93	Mayor's Office	Chinatown Youth Services
326-92/93	Mayor's Office	San Francisco Educational Services
327-92/93	Mayor's Office	Morrisania West
328-92/93	Mayor's Office	Chinatown Youth Center
329-92/93	Mayor's Office	Bayview Hunter's Point Foundation
330-92/93	Mayor's Office	Real Alternatives Program, Inc.
331-92/93	Mayor's Office	O.M.I. Pilgrim Community Center
332-92/93	Mayor's Office	Visitacion Valley Community Center
333-92/93	Mayor's Office	Potrero Hill Neighborhood House

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
334-92-93	Mayor's Office	Ella Hill Hutch Community Center
335-92/93	Mayor's Office	Bay Area Urban League
336-92/93	Mayor's Office	San Francisco SAFE
337-92/93	Port	Economic and Planning System
338-92/93	Public Health	Asian American Recovery Services
339-92/93	Public Health	Bayview Hunters Point Foundation
340-92/93	Public Health	Damon Clinical Laboratories
341-92/93	Public Health	Eighteenth Street Services
342-92/93	Public Health	Filipino Task Force on AIDS
343-92/93	Public Health	Haight Ashbury Free Clinic
344-92/93	Public Health	UCSF AIDS Health Project
345-92/93	Public Health	UCSF Urban Health Study
346-92/93	Public Health	Westside Community Mental Health Center
347-92/93	Public Health	DSA Medical, Inc./International Cancer Screening Laboratories
348-92/93	Public Health	Planned Parenthood of Alameda/San Francisco
349-92/93	Public Health	American Lung Assn. of Contra Costa/Solano
350-92/93	Public Health	Polaris Research and Development
351-92/93	Public Health	Instituto Familiar de la Raza

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
352-92/93	Public Health	Women's Institute for Mental Health, Inc.
353-92/93	Public Health	MedCal Data Systems, Inc.
354-92/93	Public Utilities Commission	James M. Montgomery Consulting Engineers
355-92/93	Public Works	Brighter Images
356-92/93	Public Works	Harding Lawson Associates
357-92/93	Public Works	Roger Foott Associates
358-92/93	Public Works	Camp Dresser and McKee, Inc.
359-92/93	Public Works	Baseline Environmental Consulting
360-92/93	Public Works	Geo/Resource Consultants, Inc. - Geotechnical Consultants, Inc.
361-92/93	Public Works	Softdig Underground Services, Inc.
362-92/93	Public Works	Miller Pipeline Corporation
363-92/93	Real Estate	Flack and Flack
364-92/93	Recreation and Park	Interguest Investigations, Inc.
365-92/93	Social Services	Community Housing Partnership
366-92/93	Social Services	Central City Hospitality House

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Review of request for approval of proposed personal services contract. (File No. 1260-92)

NUMBER	DEPARTMENT	CONTRACTOR
367-92/93	Civil Service Commission	Personnel Concepts, Inc.

Rec: Adopt staff report; notify the offices of Controller and the Purchaser.

(D) Classification of positions in various City departments. (File No. 1258-92)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Parking & Traffic	1	A098 Financial Officer (J,SC $1985B2412)	1824 Principal Administrative Analyst (Sch. 64.7 $2145B2607)
Public Health	1	1428 Unit Clerk (Sch. 51.1 $1114B1349)	Same
Public Works	1	2825 Sr. Health Educator (Sch. 61.8 $1862B2264)	Same
	1	A572 Chief Bureau of Engineers (Sch. 73.2 $3248B3948)	5124 Bureau Manager
Airport	2	1450 Executive Secretary I (Sch. 53.7 $1261B1528)	1452 Executive Secretary II (Sch. 54.7 $1323B1603)

Existing Class and Rate	Recommendation
1132 Recorder (Sch. 67.7 $2483B3018)	1132 County Clerk-Recorder
1133 Chief Deputy Recorder (Sch. 60.6 $1756B2135)	1133 Assistant County Clerk-Recorder

These actions are to accurately reflect the scope of responsibilities and the transfer of functions from the Office of the County Clerk to the Office of the Recorder as a result of the June 2, 1992 San Francisco Charter Amendment (Proposition F).

Rec: Adopt staff report.

(E) Classification of various positions under the "Express Position Classification Program." (File No. 1259-92)

Department	No. Pos.	Budgeted Class and Title	Recommended Class
District Attorney	1	8306 Senior Deputy Sheriff	Same
S.F. Community College District	1	1446 Secretary II	Same
Airport	1	5219 Senior Structural Engineer	Same
	1	5247 Associate Sanitary Engineer	Same
Airport	1	7328 Operating Engineer Universal	Same
	2	7334 Stationary Engineer	Same
	1	7372 Stationary Engineer, Sewage Plant	Same
	1	7373 Senior Stationary Engineer, Sewage Plant	Same
Human Rights Commission	1	2992 Contract Compliance Officer I	Same
	1	2996 Representative, Human Rights Commission	Same
Public Utilities Commission	1	5602 Associate Civil Engineer	Same
Public Works	2	5204 Assistant Civil Engineer	Same
	2	5206 Associate Civil Engineer	Same
	1	5222 Assistant Water Purfication Engineer	Same
	2	5252 Assistant Mechanical Engineer	Same
	1	5364 Civil Engineering Associate I	Same

(E) (cont.)

Department	No. Pos.	Budgeted Class and Title	Recommended Class
Public Works	1	5366 Engineering Associate II	Same
	1	6318 Construction Inspector	Same
	3	6333 Senior Building Inspector	Same
	1	7252 Chief Stationary Engineer, Sewage Plant	Same
	4	7336 Electronic Instrumentation Tech., WPC	Same
	1	7373 Senior Stationary Engineer, Sewage Plant	Same
	2	7449 Sewer Service Worker	Same
	1	8207 Building and Grounds Patrol Officer	Same

Rec: Adopt staff report.

(F) Abolishment of 116 obsolete classes, and deletion of 44 "A" classes. (File No. 1247-92)

December 7, 1992:

1. Thirty-six (36) classes represented by SEIU over to the meeting of January 4, 1993 at the request of SEIU.

2. Adopt balance of staff report. Abolish 80 classes listed in the staff report. Direct staff to administratively abolish 44 "A" classes.

Rec: Adopt staff report.

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED

(G) Request for appointments above the entrance rate for various employees. (File No. 2308-92)

David Cefalu 1818 MIS Specialist II	Airport	4	4
Dr. Emily Sano 3588 Deputy Director and Chief Curator	Asian Art Museum	5	5
Percy Grant 2587 Health Worker III	Public Health	2	2
Thomas H. Rivard 6122 Sr. Environmental Health Inspector	Public Health	3	3
Lela Harris 8162 Rent Board Hearing Officer	Rent Board	3	3
Patrick Sha 4226 Chief Auditor	Treasurer	5	5
Phyllis Buettner 1218 Payroll Supervisor	Controller	4	4

Rec: Adopt staff report.

(H) Ratification of Personnel Actions of the General Manager, Personnel pursuant to the provisions of the Charter Section 3.501 for the period from October 1, 1992 to December 31, 1992. (File No. 6926-92)

Rec: Approve.

(I) Request for Supervisory Differential Adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2309-92)

Rec: Adopt staff report; approve supervisory differential adjustments; notify the departments accordingly.

(J) Status Rights for Betty Hon in Class 1630 Account Clerk, San Francisco Unified School District. (File No. 6912-92)

Rec: Grant permanent status to Betty Hon to a permanent position in Class 1630 Account Clerk, San Francisco Unified School District, subject to serving a six-month entrance probationary period.

(K) Approval of departmental affirmative action plans. (File No. 6889-92)

Rec: Adopt staff report.

1. Approve completed departmental affirmative action plans.

2. Notify departments that have not completed affirmative action plans to complete and submit them by January 15, 1993.

(L) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (Item No. 6741-92)

December 7, 1992:

1. Requests for Exceptions to the Order of Layoff for the San Francisco Public Library over to the meeting of January 4, 1993 at the request of Local 790.

2. Adopt balance of staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(L) (Cont.)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(M) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6911-92)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layof, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(N) Proposed Amendment to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.02 (B)(1), to provide for the accrual of sick leave with pay credits for specified periods while on furlough or on voluntary unpaid time off. (File No. 6890-92)

Rec: Post for adoption; forward to the Mayor's Employee Relations Division for meet and confer with recognized employee organizations.

(O) Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of Class 8434 Supervising Probation Officer from six (6) months to twelve (12) months. (File No. 6919-92)

Rec: Post for adoption.

REGULAR CALENDAR

CLASSIFICATION MATTERS

(6) Classification of a position in the San Francisco Unified School District. (File No. 1234-92)

Department	No Pos.	Budgeted Class and rate	Recommended Class
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 $1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 $1835B2230)

November 16, 1992: Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

Rec: Adopt staff report.

COMPENSATION MATTERS

(7) Appeal of the decision of the General Manager, Personnel to deny assault pay by William Bruner. (File No. 2284-92)

Rec: Adopt staff report; deny appeal of William Bruner.

(8) Salary Standardization - Fiscal Year 1993-94. (File No. 2306-92)

Rec: Adopt staff report; post for two weeks, forward to the Board of Supervisors.

(9) Pay Equity Report for Fiscal Year 1993-94. (File No. 2302-92)

Rec: Adopt staff report; forward to the Mayor and the Board of Supervisors.

COMPENSATION MATTERS

(10) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2271-92)

November 16, 1992: Over to the meeting of December 7, 1992 by Commission action.

December 7, 1992:

1. Request for supervisory differential adjustments for the Public Utilities Commission over to the meeting of January 4, 1993 at the request of staff.

2. Adopt balance of staff report; approve supervisory differential adjustments; notify departments accordingly.

Rec: Adopt staff report; approve supervisory differential adjustments; notify department accordingly.

IN-SERVICE MATTERS

(11) Appeal of the decision of the General Manager, Personnel by Robert John Lieber to restrict future employability. (File No. 6925-92)

Rec: Adopt staff report. Deny the appeal of Robert John Lieber; sustain the decision of the General Manager, Personnel.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 4, 1993

PART II - 2:30 p.m.

APPEALS BY

POLICE OFFICER CANDIDATES

(12) ROLL CALL AND CONTINUANCES: 2:30 p.m. CALENDAR.

As soon after 2:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(13) Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (File No. 3198-92)

November 2, 1992: Over to the meeting of December 7, 1992 at the request of Keeve's Attorney.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Mr. Keeve's Attorney.

Rec: Adopt staff report. Deny appeal of Damon Z. Keeve; sustain the decision of the Chief of Police.

(14) Appeal of background rejection for Class Q2 Police Officer by Silas M. Lee. (File No. 3237-92)

Rec: Over to the meeting of February 1, 1993 at the request of Mr. Lee's attorney.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 4, 1993

PART III - 3:30

SEPARATIONS FROM THE SERVICE

(15) ROLL CALL AND CONTINUANCES: 3:30 p.m. CALENDAR.

As soon after 3:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(16) Lenward Crease, 2716 Custodial Assistant Supervisor, 6/HOP-1, Juvenile Probation Department, Administration Office, 11/13/92.

December 7, 1992: Over to the meeting of January 4, 1993 at the request Local 790. Mr. Crease has agreed to the stipulation that he is ineligible for backpay in the event the Commission rules in his favor.

Recommendation of the Juvenile Probation Department:

Approve. Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

APPEAL OF AUTOMATIC RESIGNATION

(17) Eduardo C. Manuel, 1220 Payroll Clerk, 70/CPE-1, San Francisco Unified School District, 10/9/92.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Local 790.

(17) (cont.)

Recommendation of the San Francisco Unified School District.

Approve Automatic Resignation. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

APPEAL OF AUTOMATIC RESIGNATION

(18) Sandra Holmes, 1424 Clerk Typist, 3/E-284, Public Utilities Commission, San Francisco Municipal Railway, 9/21/92.

Rec: Over to the meeting of February 1, 1993 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(19) Walter Corbin, 1924 Materials and Supplies Supervisor, 4/CPE-4, Juvenile Probation Department, Administration Office, 11/17/92.

Rec: Over to the meeting of February 1, 1993 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(20) Jeffrey Bourdon, 1468 Water Services Clerk, 7/E-5, Public Utilities Commission, San Francisco Water Department, 11/21/92.

Rec: Over to the meeting of February 1, 1993 at Mr. Bourdon's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(21) Carol Laster, 1202 Personnel Clerk, 48/E-4, Department of Public Health, San Francisco General Hospital Medical Center, 10/30/92.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

RESIGNATION - SERVICES UNSATISFACTORY

(22) Lola Pettit, 2494 Staff Radiologic Technologist, 16/P-1, Department of Public Health, San Francisco General Hospital Medical Center, 10/14/92.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of Local 790.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Not to be employed again by the Department of Public Health.

(23) COMMISSIONERS NEW BUSINESS.

(24) GENERAL MANAGER'S REPORT.

A. Preliminary Review of Civil Service Department Budget Request, Fiscal Year 1993-94.

B. Report of Activity of Civil Service Department, July to December 1992.

(25) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(26) ADJOURNMENT.

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City and County of San Francisco
Civil Service Commission

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AGENDA

Meeting

FEBRUARY 1, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2:00 P.M.

CONSENT CALENDAR

REGULAR CALENDAR

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PART II, 2:30 P.M.

APPEALS BY POLICE OFFICER AND

AIRPORT POLICE SERVICE AIDE CANDIDATES

PART III, 3:30 P.M.

SEPARATIONS FROM THE SERVICE

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room, 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

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Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

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Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Disability Access

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There is accessible public parking at the in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civil Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:

For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system; and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

In order to allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting, individuals are requested to refrain from wearing perfume or other scented products.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 1, 1993

PART I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

A. Regular Meeting of January 4, 1993.

B. Special Meeting of January 12, 1993.

(4) ANNOUNCEMENTS.

A. Due to the President's Day Holiday on February 15, 1993 which conflicts with Civil Service Commission meeting date, the Civil Service Commission has cancelled the meeting of February 15, 1993.

The Commission will resume its normal schedule of meetings on the first and third Mondays of each month beginning with the meeting of March 1, 1993.

B. Executive Session, January 12, 1993.

C. Executive Session, February 1, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH L.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1007-93)

NUMBER	DEPARTMENT	CONTRACTOR
369-92/93	Airport	Chang Communications
370-92/93	Airport	Polaris Research & Development
371-92/93	Assessor	Maxima Corporation
372-92/93	CAO	Barnes Clarke, Inc.
373-92/93	CAO	Sanford King Rosen
374-92/93	Controller	Mastech Corporation
375-92/93	Controller	Tri-Pacific Consulting
376-92/93	Electricity	KEY Resources, Inc.
377-92/93	Parking & Traffic	The Budget Analyst - A Joint Venture
378-92/93	Public Health	Wu Yee Children's Services
379-92/93	Public Health	Westside Community Mental Health Center, Inc.
380-92/93	Public Health	S.F. AIDS Foundation
381-92/93	Public Health	Castle Rock Consulting Group
382-92/93	Public Health	Multicultural Training Resource Center
383-92/93	Public Health	S.F. AIDS Foundation
384-92/93	Public Health	Instituto Familiar de la Raza
385-92/93	Public Health	Haight Ashbury Free Medical Clinics, Inc.
386-92/93	Public Health	Coalition for Immigrant and Refugee Rights and Services

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
387-92/93	Public Health	California AIDS Intervention Training Center
388-92/93	Public Health	Fil Beza
389-92/93	Public Health	UCSF/SFGH
390-92/93	Public Utilities Commission	Washington & Christian
391-92/93	Public Utilities Commission	Hooper, Hooper & Owen
392-92/93	Public Utilities Commission	Archaeological Services, Inc.
393-92/93	Public Utilities Commission	Bechtel Corporation
394-92/93	Public Utilities Commission	Brown, Vence & Associates
395-92/93	Public Utilities Commission	Camp Dresser and McKee, Inc.
396-92/93	Public Utilities Commission	Harding Lawson, Inc.
397-92/93	Public Works	Red Cross
398-92/93	Public Works	Learner & Nathan
399-92/93	Public Works	Del Campo & Maru
400-92/93	Public Works	Structural Design Engineers
401-92/93	Public Works	Pete O. Lapid, Inc. in association with J.Y.A. Consulting Engineers, Inc.
402-92/93	Public Works	Structural Design Engineers
403-92/93	Public Works	Pete O. Lapid, Inc. in association with J.Y.A. Consulting Engineers, Inc.

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
404-92/93	Public Works	AGS, Inc. Consulting Engineers
405-92/93	Public Works	Roger Foote Associates, Inc.
406-92/93	Public Works	Treadwell and Rollo, Inc.
407-92/93	Public Works	Provenzano and Associates, Inc.
408-92/93	Public Works	Geotechnical Consultants, Inc.
409-92/93	Public Works	Geo/Resource Consultants, Inc.
410-92/93	Public Works	T A C
411-92/93	Public Works	Ace Pacific Co.
412-92/93	Public Works	Trans Pacific Geotechnical Consulting, Inc. Geomatrix Consulting, Inc. JV
413-92/93	Public Works	Dames and Moore, Inc.
414-92/93	Public Works	T.Y. Lin/GKO Associates
415-92/93	Public Works	JRP Historical Consulting
416-92/93	Purchasing	Randy Stauffer dba Unlimited Access
417-92/93	Real Estate	Clifford Associates
418-92/93	Sheriff	Jay Rice
419-92/93	Social Services	Conrad House, Inc.
420-92/93	Police	Chinatown Youth Center
421-92/93	Police	Knox Associates
422-92/93	Public Library	Friends of the SF Public Library

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
423-92/93	Public Library	Friends of the SF Public Library

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments. (File No. 1005-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
SF Community College District	1	1426 Senior Clerk Typist (Sch. 49.8 $1047B1267)	Same
Public Utilities Commission/ Hetch Hetchy	1	A988 Safety Analyst ($2156B2621)	6130 Safety Analyst (Sch. 64.8 $2156B2621)
Public Utilities Commission	1	5212 Principal Engineer (Sch. 71.1 $2933B3566)	Same
	1	7337 Maintenance Machinist Assistant Supervisor (Sch. 61.7 $1853B2252)	Same

ABOLISH THE FOLLOWING OBSOLETE CLASSIFICATION:

Class and Title	Recommendation
1142 County Clerk	Class 1132 County Clerk-Recorder was recently amended to encompass these duties, therefore this class is no longer required.

Rec: Adopt staff report.

(C) Classification of various positions under the "Express Position Classification Program." (File No. 1006-93)

Department	No. Pos.	Budgeted Class and Title	Recommended Class
Airport	1	1426 Senior Clerk Typist	Same
	2	5209 Industrial Engineer	Same
	1	5230 Traffic Engineer	Same
PUC/Water	1	3424 Pest Control Specialist	Same
Public Works	1	1452 Executive Secretary II	Same
	1	5210 Senior Civil Engineer	Same
	1	5248 Sanitary Engineer	Same

Rec: Adopt staff report.

(D) Request for appointment above the entrance rate for Patrick Sha. (File No. 2308-92)

January 4, 1993: Request for appointment above the entrance rate for Patrick Sha over to the meeting of February 1, 1993.

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Patrick Sha 4226 Chief Auditor	Treasurer	5	5

Rec: Adopt staff report.

(E) Requests for appointment above the entrance rate for various employees. (File No. 2010-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Donald Mayeda 1226 Chief Payroll and Personnel Clerk	Controller	5	5
Sylvia Herrera 1424 Clerk Typist	Public Health	5	5

(E)(cont.)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Deborah Chan 1874 Senior Program Analyst	Public Health	4	4
Larry Woodside 1819 MIS Specialist III	Public Health	4	4
Yuk King Chung 1424 Clerk Typist	SF Community College District	5	5
Richard Newirth 1565 Assistant Director, Arts Commission	Arts Commission	3	3
Brian Cahill 2974 General Manager, Social Services	Social Services	4	4
Jayne Matsui 1874 Senior Programmer Analyst	Controller	5	5

Rec: Adopt staff report.

(F) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2009-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(G) Proposed amendments to various sections of Civil Service Commission Rule 6 - Separation Hearings and Procedures, to conform with Charter Section 8.341 - Removal or Discharge of Permanent, Non-Probationary Employees as amended by Proposition E (November 1991 Election). (File No. 4089-93)

Rec: Post for adoption.

(H) Proposed Amendment to Civil Service Commission Rule 22 - Leaves of Absence, Section 22.02 (B)(1), to provide for the accrual of sick leave with pay credits for specified periods while on furlough or on voluntary unpaid time off. (File No. 6890-92)

January 4, 1993: Post for adoption; forward to the Mayor's Employee Relations Division for meet and confer with recognized employee organizations.

Rec: Adopt. Forward to the Board of Supervisors. This Rule change will not be applicable to members of the Transport Workers Union pending completion of the meet and confer process.

(I) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6741-92)

December 7, 1992:

1. Requests for Exceptions to the Order of Layoff for the San Francisco Public Library over to the meeting of January 4, 1993 at the request of Local 790.

2. Adopt balance of staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

January 4, 1993: Over to the meeting of February 1, 1993 at the request of the San Francisco Public Library.

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(J) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 4090-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(K) Report on a survey of public sector jurisdiction's bilingual waiver procedures and review of Civil Service Commission bilingual guidelines. (File No. 4022-93)

Rec: Adopt staff report.

(L) Appeal of background rejection for Class Q2 Police Officer by Scott Kendall. (File No. 3181-92)

October 19, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

November 16, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Kendall's attorney.

Rec: Over to the meeting of March 15, 1993 at Mr. Kendall's request.

REGULAR CALENDAR

CLASSIFICATION MATTERS

(6) Classification of a position in the San Francisco Unified School District. (File No. 1234-92)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 $1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 $1835B2230)

November 16, 1992:

1. Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

2. Adopt balance of staff report.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

January 4, 1993: Over to the meeting of February 1, 1993 at the request of the San Francisco Unified School District.

Rec: Adopt staff report.

COMPENSATION MATTERS

(7) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2271-92)

November 16, 1992: Over to the meeting of December 7, 1992 by Commission action.

December 7, 1992:

1. Request for supervisory differential adjustments for the Public Utilities Commission over to the meeting of January 4, 1993 at the request of staff.

2. Adopt balance of staff report; approve supervisory differential adjustments; notify departments accordingly.

COMPENSATION MATTERS (cont.)

(7)
(cont.) January 4, 1993: Over to the meeting of February 1, 1993 at the request of the Public Utilities Commission.

Rec: Adopt staff report; approve supervisory differential adjustments; notify department accordingly.

(8) Appeal of the decision of the General Manager, Personnel to deny assault pay by William Bruner. (File No. 2284-92)

January 4, 1993: Over to the meeting of February 1, 1993 by Commission action.

Rec: Adopt staff report; deny appeal of William Bruner.

IN-SERVICE MATTERS

(9) Appeal of the decision of the General Manager, Personnel to authorize two provisional appointments in Class 1956 Senior Purchaser, Purchasing Department. (File No. 4023-93)

Rec: Adopt staff report. Deny the appeal of JoAnne Lawrence of Local 21; sustain the decision of the General Manager, Personnel.

(10) Approval of departmental affirmative action plans of the Retirement System, the Office of the Treasurer and the Tax Collector and status report on departmental plans that are not completed. (File No. 4099-93)

Rec: Adopt staff report.

1. Approve completed departmental affirmative action plans of the Retirement System, the Office of the Treasurer and the Tax Collector.

2. Notify departments that have not completed affirmative action plans - City Planning, District Attorney, Fine Arts Museum - to appear before the Civil Service Commission on March 1, 1993 to explain reasons for non-compliance.

SPECIAL ORDER OF BUSINESS TO BE HEARD AT 3 P.M.

(11) Report by the Controller on the Performance Audit of the Civil Service Department. (File No. 4088-93)

Rec: Adopt.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 1, 1993

PART II - 2:30 p.m.

APPEALS BY POLICE OFFICER AND AIRPORT POLICE SERVICE AIDE CANDIDATES

(12) ROLL CALL AND CONTINUANCES: 2:30 p.m. CALENDAR.

As soon after 2:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(13) Appeal of background rejection for Class Q2 Police Officer by Silas M. Lee. (File No. 3237-92)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Mr. Lee's attorney.

Rec: Adopt staff report. Deny appeal of Silas M. Lee; sustain the decision of the Chief of Police.

(14) Appeal of rejection on preliminary background investigation for Class 9209 Airport Police Service Aide by Marvin C. Epting. (File No. 3508-93)

Rec: Adopt staff report; deny appeal of Marvin C. Epting.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 1, 1993

PART III - 3:30

SEPARATIONS FROM THE SERVICE

(15) ROLL CALL AND CONTINUANCES: 3:30 p.m. CALENDAR.

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TERMINATION OF LIMITED TENURE APPOINTMENT

(16) Dennis Hendricks, 9163 Transit Operator, LT, Public Utilities Commission, San Francisco Municipal Railway, 10/5/92.

Recommendation of the Public Utilities Commission:

Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and submission of evidence of satisfactory progress in a recognized alcohol and/or drug rehabilitation program.

APPEAL OF AUTOMATIC RESIGNATION

(17) Myles E. Dixon, 2806 Disease Control Investigator, 10/E-12, Department of Public Health, Bureau of Epidemiology and Disease Control, 7/10/92.

August 17, 1992: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity and Affirmative Action Division.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

(18) Christine T. Bell, 3204 Swimming Pool Cashier, 10/CPE-2, Recreation and Park Department, 9/4/92.

October 19, 1992: Over to the meeting of November 16, 1992 at Ms. Bell's request.

November 16, 1992: Over to the meeting of December 7, 1992 at the joint request of the Recreation and Park Department and Local 790.

December 7, 1992: Over to the meeting of February 1, 1993 at the joint request of the Recreation and Park Department and Local 790.

Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

APPEAL OF AUTOMATIC RESIGNATION

(19) Sandra Holmes, 1424 Clerk Typist, 3/E-284, Public Utilities Commission, San Francisco Municipal Railway, 9/21/92.

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Local 790.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

(20) Steve E. Labanowski, 7344 Carpenter, 117/E-11, Department of Public Works, 12/17/92.

Recommendation of the Department of Public Works:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Works.

APPEAL OF AUTOMATIC RESIGNATION

(21) Raymond E. Williams, Sr., 7219 Maintenance Estimator and Scheduler, 2/HOP-2, Public Utilities Commission, San Francisco Municipal Railway, 12/8/92.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

(22) Michael Frudakis, 8214 Parking Control Officer, Department of Parking and Traffic, 11/1/92.

Recommendation of the Department of Parking and Traffic:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(23) John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92.

November 16, 1992: Over to the meeting of December 7, 1992 at Mr. Carlson's request.

December 7, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Carlson's attorney.

Recommendation of the Medical Examiner's Office:

Dismiss from the City and County Service. Not to be employed again by the Medical Examiner's Office.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(24) Jeffrey Bourdon, 1468 Water Services Clerk, 7/E-5, Public Utilities Commission, San Francisco Water Department, 11/21/92.

January 4, 1993: Over to the meeting of February 1, 1993 at Mr. Bourdon's request.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(25) Walter Corbin, 1924 Materials and Supplies Supervisor, 4/CPE-4, Juvenile Probation Department, Administration Office, 11/17/92.

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Local 790.

Recommendation of the Juvenile Probation Department:

Dismiss from the City and County Service. Return name to the eligible list from which appointed (Class 1924 Materials and Supplies Supervisor). Not to be employed again by the Juvenile Probation Department.

IN-SERVICE MATTERS (cont.)

(26) Civil Service Commission Budget Request, for Fiscal Year 1993-94. (File No. 4100-93)

Rec: Approve; forward to the Office of the Mayor.

(27) GENERAL MANAGER'S REPORT.

(28) COMMISSIONERS' NEW BUSINESS.

(29) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(30) ADJOURNMENT.

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65
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3/1/93

DOCUMENTS DEPT.
FEB 26 1993
SAN FRANCISCO
PUBLIC LIBRARY

City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

MARCH 1, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2:00 P.M.

CONSENT CALENDAR

REGULAR CALENDAR

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

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APPEALS BY POLICE OFFICER CANDIDATES

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The following services are available on request 72 hours prior to the meeting:

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In order to allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting, individuals are requested to refrain from wearing perfume or other scented products.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 1, 1993

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of February 1, 1993.

(4) ANNOUNCEMENTS.

Executive Session, March 1, 1993.

(5) Resolution of Commendation for Edgar Poma, Senior Personnel Analyst, for outstanding service to the Civil Service Commission. (File No. 4233-93)

Rec: Adopt.

CONSENT CALENDAR

(6) CONSENT CALENDAR ITEMS A THROUGH G.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1015-93)

NUMBER	DEPARTMENT	CONTRACTOR
424-92/93	Airport	Kenyon and Eddelstein
425-92/93	Art Commission	Narcissus Quagliata

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
426-92/93	Mayor's Office	United States Escrow, Inc.
427-92/93	Mayor's Office	CGMS Incorporated
428-92/93	Mayor's Office	Rehab Financial Corporation
429-92/93	Mayor's Office	Mission Cultural Center
430-92/93	Mayor's Office	Mixed Race People of Color
431-92/93	Mayor's Office	Mission Education Projects, Inc.
432-92/93	Mayor's Office	Fellowship Urban Outreach
433-92/93	Mayor's Office	Hunters View Tenants Association
434-92/93	Mayor's Office	Ingleside Community Center
435-92/93	Mayor's Office	North of Market Planning Coalition
436-92/93	Mayor's Office	Children's Council of San Francisco
437-92/93	Mayor's Office	North of Panhandle Neighborhood Association
438-92/93	Mayor's Office	Alice Griffith Tenants Association
439-92/93	Mayor's Office	Robert B. Pitts Plaza Residents Council
440-92/93	Mayor's Office	Hayes Valley North and South Tenants Association
441-92/93	Mayor's Office	The 16th Street Revitalization Committee

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
442-92/93	Mayor's Office	Vietnamese Youth Development Center
443-92/93	Mayor's Office	Chinatown Youth Center
444-92/93	Mayor's Office	Uprising Community Plus
445-92/93	Mayor's Office	OMI Pilgrim Community Center
446-92/93	Mayor's Office	Youth Empowerment Project
447-92/93	Mayor's Office	Lyon Martin Women's Health Services
448-92/93	Mayor's Office	Mission Neighborhood Center's, Inc.
449-92/93	Mayor's Office	Westbrook/Hunter's Point "A" Residents Association
450-92/93	Mayor's Office	Plaza East Residents Association
451-92/93	Mayor's Office	Sunnydale Tenants Association
452-92/93	Mayor's Office	Associacion de Refugiados Guatemaltecos
453-92/93	Mayor's Office	Visitacion Valley Just Say No to Drugs Club
454-92/93	Mayor's Office	Mission Economic & Cultural Association
455-92/93	Mayor's Office	El Dorado School Neighborhood Betterment Council
456-92/93	Mayor's Office	Potrero Hill Neighborhood Watch

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
457-92/93	Mayor's Office	Potrero Hill Annex/Terrace Resident Association
458-92/93	Mayor's Office	Geneva Towers Resident Council
459-92/93	Mayor's Office	Dolores Park Coalition
460-92/93	Mayor's Office	OMI Neighbors In Action
461-92/93	Mayor's Office	Fair Oaks Neighbors
462-92/93	Mayor's Office	Japanese Community Youth Council
463-92/93	Port	Economic and Planning Systems, Inc.
464-92/93	Public Health	Omulu Senzala Group
465-92/93	Public Health	Carlson Price Fass and Company, Inc.
466-92/93	Public Health	American Lung Association of S.F.
467-92/93	Public Health	California Children's Home, Inc.
468-92/93	Public Health	S.F. Study Center, Inc.
469-92/93	Public Health	University of California, Berkeley/Office of Financial Aid
470-92/93	Public Health	University of California, S.F.
471-92/93	Public Health	University of California, San Francisco/SFGH
472-92/93	Public Library	Friends of the S.F. Public Library

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
473-92/93	Public Utilities Commission	Bookman-Edmonston
474-92/93	Public Utilities Commission	The Association of: Camp Dresser & McKee, Inc., AGS, Inc., F.E. Jordan Associates, Inc.
475-92/93	Public Works	Miller Pipeline Corp.
476-92/93	Recreation and Park	Regents of the University of California, U.C. Agricultural Extension
477-92/93	Registrar of Voters	Data Information Management Systems
478-92/93	S.F. Community College District	Finger & Moy, Architects
479-92/93	S.F. Community College District	Dynamic Corporation
480-92/93	S.F. Community College District	Kathy Reeves and Mimi A. Steadman
481-92/93	Sheriff	Stanford University School of Law
482-92/93	Sheriff	ECl
483-92/93	Sheriff	Linda Connelly & Associates
484-92/93	Social Services	S.F. Child Abuse Council
485-92/93	Social Services	Family Service Agency
486-92/93	Social Services	Family Service Agency
487-92/93	Civil Service Commission	Donnoe and Associates
488-92/93	Public Utilities Commission	Thomas Elzey

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of various positions under "Express Position Classification Program." (File No. 1019-93)

Department	No. Pos.	Budgeted Class and Title	Recommended Class
Sheriff	20	8304 Deputy Sheriff	Same
	2	8306 Senior Deputy Sheriff	Same
	2	8274 Police Cadet	Same
Public Works	1	1708 Senior Telephone Operator	Same
	1	5249 Senior Sanitary Engineer	Same
	1	5364 Civil Engineering Associate I	Same
	1	6137 Assistant Industrial Hygienist	Same
	1	6231 Senior Street Inspector	Same
	1	6331 Building Inspector	Same

Rec: Adopt staff report.

(C) Classification of positions in various City departments. (File No. 1016-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Public Health/ Central Office	1	2454 Clinical Pharmacist (Sch. 65.7 $2252B2737)	Same
	2	2830 Public Health Nurse (2094B2621)	Same
Public Health/ SFGHMC	2	4321 Cashier II (Sch. 49.2 $1018B1232)	Same
	2	2908 Hospital Eligibility Worker (Sch. 54.5 $1310B1588)	Same
Public Works	1	1808 MIS Technician I (Sch. 45.4 $850B1027)	1720 Data Entry Operator (Sch. 45.9 $870B1052)

(C)(cont.)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Port	1	9357 Chief Wharfinger (Sch. 61.2 $1809B2199)	Retitle and amend the class specification for class 9357 from Chief Wharfinger to Cargo Operations Manager. Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

(D) Establishment of eighteen classes in a new Special Assistant series and the abolishment of various classes. (File No. 1018-93)

Rec: Adopt staff report.

1. Establish eighteen (18) classes in the new series of Special Assistant as enumerated in Attachment A of the staff report. These classes are to be used only with the prior approval of the General Manager, Personnel.

2. Abolish the classes listed in Attachment B of the staff report.

3. Advise departments with affected positions to reflect the change from existing classes to the new classes in the 1993-94 budget documents. Direct staff to advise departments regarding the appropriate level within the series.

4. Notify departments to submit requisitions in the new classes and to cancel requisitions in the former classes.

5. All of the above recommendations to be effective July 1, 1993.

(D)(cont.)

6. Direct staff to explore with departments the use of this new series to consolidate and eliminate other classes.

7. Direct staff to explore with departments, the Purchaser, Controller and City Attorney the use of this new series to make appointments in lieu of personal services contracts.

(E) Requests for appointment above the entrance rate for various employees. (File No. 2030-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
John T. Farrell 1844 Senior Management Assistant	Assessor	3	3
Miriam Ramirez 1424 Clerk Typist	Health Service System	2	2
Hazel Jones 9772 Community Specialist I	Mayor's Office	4	4
Albert Wong 5230 Traffic Engineer	Parking and Traffic	4	4
Khalaf Hirmina 5240 Electrical Engineer	Public Utilities Commission	5	5
Carl W. Walker 1821 Management Information Systems Manager	Public Utilities Commission	5	5
Qing Du 7358 Pattern Maker	Purchasing	5	5
Ronald Bladow 1864 Systems and Procedures Analyst	Controller	3	3
Keith Hatfield 1874 Senior Programmer Analyst	Controller	5	5

Rec: Adopt staff report.

(F) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2031-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(G) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 4211-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR CALENDAR

CLASSIFICATION MATTERS

(7) Review of request for approval of proposed personal services contracts number 410-92/93 and 411-92/93. (File No. 1007-93)

February 1, 1993: Contract 410-92/93 and 411-92/93 over to the meeting of March 1, 1993.

NUMBER	DEPARTMENT	CONTRACTOR
410-92/93	Public Works	T A C
411-92/93	Public Works	Ace Pacific Co.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

(8) Reconsideration of staff denial of a request from Andrew J. Kahn on behalf of employees in Class 1466 Meter Reader to include private industry salary data from PG&E and other agencies. (File No. 2029-93)

Rec: Adopt staff report; deny request of Andrew J. Kahn.

(9) Proposed new benchmarks for Fiscal Year 1993-94. (File No. 2028-93)

Rec: Adopt proposed new benchmarks for inclusion in the 1993-94 salary survey.

IN-SERVICE MATTERS

(10) Appeal of the decision of the General Manager, Personnel by Edward Skinger to restrict future employment. (File No. 4234-93)

Rec: Adopt staff report; deny the appeal of Edward Skinger, sustain the decision of the General Manager, Personnel.

(11) Status report on remaining departmental affirmative action plans of the Department of City Planning, District Attorney's Office, Fine Arts Museum. (File No. 4219-93)

Rec: Adopt staff report.

1. Approve the departmental affirmative action plan of the Fine Arts Museum.

2. Action on affirmative action plans of the Department of City Planning and District Attorney's Office: open for discussion.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 1, 1993

PART II - 2:30 p.m.

APPEALS BY POLICE OFFICER CANDIDATES

(12) ROLL CALL AND CONTINUANCES: 2:30 p.m. CALENDAR.

As soon after 2:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(13) Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (File No. 3198-92)

Rec: Over to the meeting of March 15, 1993 at the request of the San Francisco Police Department.

(14) Appeal of background rejection for Class Q2 Police Officer by Silas M. Lee. (File No. 3237-92)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Mr. Lee's attorney.

February 1, 1993: Off calendar at the request of the San Francisco Police Department.

Rec: Adopt staff report. Deny appeal of Silas M. Lee; sustain the decision of the Chief of Police.

SEPARATIONS FROM THE SERVICE

(15) ROLL CALL AND CONTINUANCES: 3:30 p.m. CALENDAR.

As soon after 3:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

(16) Michael Frudakis, 8214 Parking Control Officer, Department of Parking and Traffic, 11/1/92.

February 1, 1993: Over to the meeting of March 1, 1993 due to tie vote of the Civil Service Commission.

Recommendation of the Department of Parking and Traffic:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

APPEAL OF AUTOMATIC RESIGNATION

(17) Carlisa James, 1424 Clerk Typist, 5/E-310, Department of Public Health, Laguna Honda Hospital, 1/21/93.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(18) John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92.

November 16, 1992: Over to the meeting of December 7, 1992 at Mr. Carlson's request.

December 7, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Carlson's attorney.

February 1, 1993: Over to the meeting of March 1, 1993 at the request of the Medical Examiner's Office.

Recommendation of the Medical Examiner's Office:

Dismiss from the City and County Service. Not to be employed again by the Medical Examiner's Office.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(19) Jeffrey Bourdon, 1468 Water Services Clerk, 7/E-5, Public Utilities Commission, San Francisco Water Department, 11/21/92.

January 4, 1993: Over to the meeting of February 1, 1993 at Mr. Bourdon's request.

February 1, 1993: Over to the meeting of March 1, 1993 by Commission action.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

RESIGNATION - SERVICES UNSATISFACTORY

(20) Marguerite Cobb, 2903 Eligibility Worker, 104/CPE-24, Department of Social Services, General Assistance, 12/11/92.

Recommendation of the Department of Social Services:

Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

DISMISSAL OF PERMANENT EMPLOYEE

(21) Oveyarn Smith, 9163 Transit Operator, 24/P-127, Public Utilities Commission, San Francisco Municipal Railway, 11/13/92.

Recommendation of the Public Utilities Commission:

No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

(22) Louis Otoya, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92.

Rec: Over to the meeting of March 15, 1993 at the request of Mr. Otoya's attorney.

(23) COMMISSIONERS' NEW BUSINESS.

(24) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(25) ADJOURNMENT.

SP
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#4
3/15/93

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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA

DOCUMENTS DEPT.
MAR 15 1993
SAN FRANCISCO
PUBLIC LIBRARY

MARCH 15, 1993

ROOM 282 CITY HALL

1:30 p.m.

ITEM NO.

(1) Presentation on new approaches to reducing the number of classes.

Open for discussion.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary

City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

MARCH 15, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 2:30 P.M.

APPEALS BY POLICE OFFICER AND FIREFIGHTER CANDIDATES

PART III, 3:30 P.M.

SEPARATIONS FROM THE SERVICE

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Disability Access

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 15, 1993

PART I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of March 1, 1993.

(4) ANNOUNCEMENTS.

A. Executive Session, March 9, 1993.

B. Executive Session, March 15, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH K.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1021-93)

NUMBER	DEPARTMENT	CONTRACTOR
489-92/93	Airport	Traffic Data Service
490-92/93	Airport	Pacific Transit Management Corp.
491-92/93	Airport	Wahler Associates/AGS, Inc., Joint Venture
492-92/93	Assessor	Henry McKenzie

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
493-92/93	Civil Service Commission	Education/Research, Inc.
494-92/93	Controller	Arthur Consulting Group, Inc.
495-92/93	Fire	CORE Corporation
496-92/93	Parking & Traffic	Wilbur Smith Associates
497-92/93	Public Health	Communication Technologies
498-92/93	Public Health	Coopers & Lybrand
499-92/93	Public Health	Shared Medical Systems (SMS)
500-92/93	Public Health	Bayview Hunter's Point Foundation Mental Health Service
501-92/93	Public Health	C.A.H.E.E.D. Day Care Center
502-92/93	Public Health	UCSF/School of Nursing/Department of Family Health Care Nursing
503-92/93	Public Health	AIDS Benefits Counselors
504-92/93	Public Health	AIDS Emergency Fund
505-92/93	Public Health	AIDS Indigent Direct Services
506-92/93	Public Health	AIDS Indigent Direct Services (A.I.D.S.)
507-92/93	Public Health	AIDS Legal Referral Panel
508-92/93	Public Health	Bayview Hunter's Point Foundation/AIAI
509-92/93	Public Health	California Pacific Medical Center/Visiting Nurses & Hospice
510-92/93	Public Health	Catholic Charities of San Francisco

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
511-92/93	Public Health	Catholic Charities of San Francisco
512-92/93	Public Health	Coming Home
513-92/93	Public Health	Continuum HIV Day Services
514-92/93	Public Health	Golden Gate Community Inc./Bridge for Kids
515-92/93	Public Health	Home Care Companions, Inc.
516-92/93	Public Health	Instituto Familiar de la Raza, Inc.
517-92/93	Public Health	National Task Force on AIDS Prevention
518-92/93	Public Health	National Task Force on AIDS Prevention/EACH
519-92/93	Public Health	Project Open Hand
520-92/93	Public Health	S.F. AIDS Foundation
521-92/93	Public Health	S.F. Community Clinic Consortium
522-92/93	Public Health	S.F. Food Bank
523-92/93	Public Health	S.F. Network Ministries
524-92/93	Public Health	S.F. Suicide Prevention
525-92/93	Public Health	Shanti Project
526-92/93	Public Health	University of California, S.F., AIDS Health Project
527-92/93	Public Health	University of California, Center on Deafness
528-92/93	Public Health	Westside Community Mental Health Clinic
529-92/93	Public Utilities Commission	David M. Dornbusch & Co., Inc.
530-92/93	Public Utilities Commission	McLeod & Associates

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
531-92/93	Public Utilities Commission	Jackson Research Projects
532-92/93	Public Works	Performance Partners
533-92/93	Public Works	BWF Engineers, Dallas Voightlander
534-92/93	Public Works	WECS Warehouse Equipment Contracting Service
535-92/93	Retirement	Noetics Group
536-92/93	Social Services	Visions, Inc.
537-92/93	Social Services	In Home Supportive Services Consortium
538-92/93	City Attorney	To Be Announced
539-92/93	City Attorney	To Be Announced
540-92/93	City Attorney	To Be Announced

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments. (File No. 1022-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Public Health/ SFGHMC	1	A029 Assistant Chief, Paramedic Division ($2252B2737)	Establish Class 2529 Assistant Chief, Paramedic Division (J,Z Sch. 64.7 $2145B2607) Draft class specification as detailed in the staff report.

(B)(cont.)

ABOLISH THE FOLLOWING CLASSES:

Class and Title	Recommendation
2528 Medical Steward A029 Assistant Chief, Paramedic Division	As these classes are no longer required, it is recommended that they be abolished.

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATION:

Existing Class Title and Rate	Recommended Class
2531 Assistant Chief, Paramedic Division (Sch. 65.7 $2252B2737)	Retitle and amend the class specification to 2531 Deputy Chief, Paramedic Division. Draft class specification as detailed in the staff report.

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Public Health/ SFGHMC	1	2322 Head Nurse ($2242B2892)	Same
Public Works	1	A889 Financial Specialist I (Sch. 54.7 $1323B1603)	1823 Administrative Analyst (Sch. 61.5 $1835B2230)
	2	A863 Senior Plumbing Inspector (Sch. 65.8 $2264B2752)	Establish Class 6246 Senior Plumbing Inspector (Sch. 65.8 $2264B2752) Draft class specification as detailed in the staff report.

ABOLISH THE FOLLOWING CLASSES:

Class and Title	Recommendation
9918 Public Works Aide - Security	As this class is no longer required, it is recommended that it be abolished.

Rec: Adopt staff report.

(C) Classification of various positions under "Express Position Classification Program." (File No. 1023-93)

Department	No. Pos.	Budgeted Class and Title	Recommended Class
Airport	1	5268 Architect	Same
Public Utilities Commission	1	5254 Associate Mechanical Engineer	Same
Public Works	1	1410 Chief Clerk	Same
	1	1942 Assistant Materials Coordinator	Same

Rec: Adopt staff report.

(D) Requests for appointment above the entrance rate for various employees. (File No. 2040-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Rebecca Wong 5350 Electrical Assistant I	Airport	3	3
Henry M. Feldkamp 1866 Systems and Procedures Supervisor	Controller	5	5
Lawrence Mack 2593 Health Program Coordinator III	Public Health	4	4
Rodrigo Vizcarra 2618 Food Service Supervisor	Public Health	3	3
Robert McCoy 1654 Principal Accountant	Juvenile Probation	4	4
Andrew Noll 6318 Construction Inspector	Public Works	3	3
Melinda Hom 2555 Physical Therapy Assistant	Public Health	5	5

Rec: Adopt staff report.

(E) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2041-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(F) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 4307-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(G) Appeal of background rejection for Class Q2 Police Officer by Scott Kendall. (File No. 3181-92)

October 19, 1992: Over to the meeting November 16, 1992 at the request of the San Francisco Police Department.

November 16, 1992: Over to the meeting of February 1, 1993 at the request of Mr. Kendall's attorney.

February 1, 1993: Over to the meeting of March 15, 1993 at Mr. Kendall's request.

Rec: Off calendar; appeal withdrawn.

(H) Appeal of background rejection for Class H2 Firefighter by Kevin J. Pardini. (File No. 3529-93)

Rec: Over to the meeting of April 5, 1993 at Mr. Pardini's request.

(I) Survey of 967 positions in the Department of Social Services and 127 positions in the Department of Public Health. (File No. 1222-92)

October 19, 1992: Off calendar at the request of the Department of Social Services.

(I)
(cont.)

November 16, 1992: Off calendar at the request of the Department of Social Services.

Rec: Adopt staff report.

1. Establish the following six new classifications:

(A) 2913 Program Specialist
(92-93) J, 57.5 $1513 bw $1835

(B) 2915 Program Specialist Supervisor
(92-93) J, 60.5 $1748 bw $2124

(C) 2917 Program Support Analyst
(92-93) J,Z 62.2 $1899 bw $2309

(D) 2952 Executive Assistant to the General Manager
(92-93) J,Z 65.3 $2209 bw 2685

(E) 2964 Director, Budget and Planning
(92-93) J,Z 69.4 $2700 bw 3282

(F) 2968 Social Services Manager, Investigations
(92-93) J,Z 66.6 $2354 bw $2862

Draft class specifications as detailed in the staff report.

2. Amend specifications for classes:

(A) 2903 Eligibility Worker
(92-93) 51.6 $1141 bw $1381

(B) 2904 Social Service Technician
(92-93) 50.6 $1088 bw $1316

(C) 2905 Senior Eligibility Worker
(92-93) 54.5 $1310 bw $1588

(D) 2907 Eligibility Worker Supervisor
(92-93) 57.6 $1520 bw $1844

(E) 2908 Hospital Eligibility Worker
(92-93) 54.5 $1310 bw $1588

(F) 2909 Hospital Eligibility Supervisor
(92-93) 60.0 $1706 bw $2074

(G) 2910 Social Worker
(92-93) Z 53.1 $1226 bw $1484

(H) 2912 Senior Social Worker
(92-93) Z 55.9 $1401 bw $1698

(I)
(cont.)

(I) 2914 Social Worker Supervisor
(92-93) Z 58.9 $1618 bw $1965

(J) 2940 Child Welfare Worker
(92-93) Z 59.8 $1690 bw $2053

(K) 2942 Senior Child Welfare Worker
(92-93) Z 60.7 $1765 bw $2145

(L) 2944 Child Welfare Supervisor
(92-93) Z 62.2 $1899 bw $2309

(M) 2946 Senior Eligibility Worker Supervisor
(92-93) Z 62.1 $1890 bw $2297

(N) 2947 Hospital Eligibility Manager, DPH
(92-93) Z 62.1 $1890 bw $2297

(O) 2948 Senior Social Service Supervisor
(92-93) Z 64.6 $2135 bw $2596

(P) 2953 Deputy General Manager, DSS
(92-93) Z 75.0 $3547 bw $4311

(Q) 2969 Assistant Director, Social Services Program
(92-93) Z 66.6 $2354 bw $2862

(R) 2970 Director, Administrative Services, DSS
(92-93) Z 66.6 $2354 bw $2862

(S) 2973 Assistant General Manager, DSS
(92-93) Z 72.2 $3093 bw $3760

(T) 2974 General Manager, DSS
(92-93) Z 76.4 $3799 bw $4617

Draft amended class specification as detailed in the staff report.

3. Retitle Classes; status of incumbents and eligibles remains unchanged. Draft amended class specifications as detailed in the staff report:

2909 Hospital Eligibility Supervisor to 2909 Hospital Eligibility Worker Supervisor.

2946 Senior Eligibility Worker Supervisor to 2946 Eligibility Section Manager.

2948 Senior Social Service Supervisor to 2948 Social Services Section Manager.

(I)
(cont.) 2969 Assistant Director, Social Services Programs to 2969 Social Services Program Manager.

4. Allocate, reallocate, and confirm permanently budgeted positions as enumerated in the appendix following report.

5. Amend the Annual Salary Ordinance accordingly when such actions do not adversely affect the permanent incumbents.

6. Grant status to permanent incumbents in Class 2911 Eligibility Appeals Specialist as indicated in the staff report.

7. Abolish the following classes when permanent incumbents are not adversely affected. (Unused classes were abolished by prior CSC action.)

   (A) 2906 Social Worker Trainee
   (92-93) ($1181 bw)

   (B) 2911 Eligibility Appeals Specialist
   (92-93) (56.5 $1443 bw $1748)

   (C) 2945 Children's Services Investigator
   (92-93) (Z 67.9 $2507 bw $3047)

   (D) 2950 Social Service Division Supervisor
   (92-93) (Z 64.1 $2084 bw $2533)

   (E) 2951 Community Services Coordinator
   (92-93) (Z 63.6 $2033 bw $2472)

   (F) 2971 Director, Social Service Programs
   (92-93) (Z 67.8 $2496 bw $3035)

   (G) 2994 Homemaker
   (92-93) (Z 47.6 $943 bw $1141)

8. Abolish the following classes when new classes are created and positions allocated.

   (A) A627 Income Maintenance Specialist
   (92-93) (Z 56.5 $1443 bw $1748)

   (B) A553 Executive Assistant to the General Manager
   (92-93) (Z 65.3 $2209 bw $2685)

   (C) A784 Director of Budget and Fiscal
   (92-93) (Z 71.4 $2977 bw $3618)

9. Advise the Departments of Public Health and Social Services to amend their respective budgets to reflect these actions.

(I)
(cont.)

10. Advise the Decentralized Civil Service Unit of the Department of Social Services to conduct examinations in the newly established classes.

11. Authorize continuation of provisional appointments for incumbents in classes where reallocation has been approved to another new or existing class.

(J) Establishment of eighteen classes in a new Special Assistant series and the abolishment of various classes. (File No. 1018-93)

February 1, 1993: Over to the meeting of March 15, 1993 at the request of staff.

Rec: Adopt staff report.

1. Establish eighteen (18) classes in the new series of Special Assistant as enumerated in Attachment A of the staff report. These classes are to be used only with the prior approval of the General Manager, Personnel.

2. Abolish the classes listed in the amended Attachment B of the staff report.

3. Advise departments with affected positions to reflect the change from existing classes to the new classes in the 1993-94 budget documents. Direct staff to advise departments regarding the appropriate level within the series.

4. Notify departments to submit requisitions in the new classes and to cancel requisitions in the former classes.

5. All of the above recommendations to be effective July 1, 1993.

6. Direct staff to explore with departments the use of this new series to consolidate and eliminate other classes.

7. Direct staff to explore with departments, the Purchaser, Controller and City Attorney the use of this new series to make appointments in lieu of personal services contracts.

(K) Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (File No. 6461-92)

October 5, 1992:

1. Post for adoption.

2. Forward to the Mayor's Employee Relations Division for meet and confer.

November 30, 1992: Over to the meeting of January 4, 1993 to be heard by the full Commission.

December 14, 1992: Adopt as amended. (Vote of 4 to 1: Commissioner Mickins dissents.)

1. The Civil Service Commission has offered to meet and confer on amendments to Rule 22 to provide for unpaid furloughs for employees of the City and County of San Francisco and the San Francisco Community College District and the San Francisco Unified School District. The largest City employee organization, SEIU Locals 250, 535, and 790 refused to meet and confer regarding an amendment to provide for mandatory furloughs, asserting that such amendments are barred by the Charter and its Memorandum of Understanding (MOU). Accordingly, the Commission finds that SEIU, on behalf of its members has waived meet and confer. The Commission further finds no merit to SEIU's assertions, and no bar to the Commission's exercise of its Charter authority and management prerogative to promulgate rules permitting departments to utilize mandatory furloughs as a mechanism of relieving employees from duties through temporary layoffs, without the disruption that could be caused through utilization of the "bumping" provisions of Rule 32. (Vote of 3 to 2: Commissioners Mickins and Rios dissent.)

(K)
(cont.)

2. As of today, meet and confer has been completed with all City employee representatives that participated in meet and confer except: Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, Local 200, Local 250-A and San Francisco Association of Personnel Professionals. These nine (9) employee organizations have completed meet and confer, as well as mediation. The amendments adopted today in large part incorporate the changes suggested by the mediator in his December 10, 1992 report. Some or all of the nine (9) employee organizations which have completed mediation may accept the Commission's offer to participate in factfinding. Until the completion of factfinding, or until factfinding is waived, the amendments to Rule 22 adopted today shall not apply to employees in units represented by these employees representative. Further, the Commission will consider any additional recommendations of the factfinder, and if appropriate, may adopt further changes to the Rule 22 amendments. (Vote of 5 to 0.)

3. The amendments to Rule 22 shall not apply to Uniformed members of the Police and Fire Departments, and to Airport Police Officers to the extent any impasse procedures required by Charter have not been exhausted. (Vote of 5 to 0.)

4. As to those employee organizations which have waived or completed meet and confer, Rule 22 shall be considered amended as of today, and its amended provisions shall be effective immediately. (Vote of 4 to 1: Commissioner Mickens dissents.)

(K)
(cont.)

5. The General Manager, Personnel is directed to report the results of the application of Rule 22 to the Civil Service Commission at the first meeting in July 1993. The General Manager, Personnel is also directed to prepare a letter to department heads encourging them to give credit to employees who have taken Unpaid Time Off. (Vote of 5 to 0.)

6. The Civil Service Commission will send a letter to the Mayor requesting that he include himself, his staff and department heads in a furlough program.

Rec: Adopt for Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, and San Francisco Association of Personnel Professionals.

REGULAR CALENDAR

CLASSIFICATION MATTERS

(6) Classification of a position in the San Francisco Unified School District. (File No. 1234-92)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 $1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 $1835B2230)

November 16, 1992:

1. Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

2. Adopt balance of staff report.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

January 4, 1993: Over to the meeting of February 1, 1993 at the request of the San Francisco Unified School District.

February 1, 1993: Over to the meeting of March 15, 1993 at the request of Local 21.

Rec: Adopt staff report.

COMPENSATION MATTERS

(7) Reconsideration of staff denial of a request from Andrew J. Kahn on behalf of employees in Class 1466 Meter Reader to include private industry salary data from PG&E and other agencies. (File No. 2029-93)

March 1, 1993:

1. Direct the General Manager, Personnel to make a further inquiry about Cooperative Personnel Services' unwillingness or inability to collect private industry data.

(7) (cont.)

2. Direct the General Manager, Personnel to determine why data from the Santa Clara Valley Water District is not included in the survey.

3. Direct the General Manager, Personnel and request the City Attorney to meet with representatives of the 1466 Meter Reader class in this matter and attempt to agree upon a resolution by the next Civil Service Commission meeting.

4. Over to the meeting of March 15, 1993.

Rec: Adopt staff report; deny request of Andrew J. Kahn.

(8) Proposed new benchmarks for Fiscal Year 1993-94. (File No. 2028-93)

March 1, 1993:

1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff.

2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 salary survey.

Rec: Adopt proposed new benchmarks for inclusion in the 1993-94 salary survey.

(9) Fiscal Year 1993-94 Salary Standardization, Charter Section 8.407, adjustments and amendments, inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations. (File No. 2039-93)

Rec: Adopt staff report; forward to the Board of Supervisors.

(10) Salary adjustments arising out of the Salary Standardization process for Fiscal Year 1993-94. (File No. 2041-93)

Rec: Adopt staff report; notify and forward to the Board of Supervisors.

COMPENSATION MATTERS (cont.)

(11) Reconsideration of staff denial of a request from the International Association of Bridge, Structural and Ornamental Ironworkers, Local 377, for internal adjustments. (File No. 2042-93)

Rec: Adopt staff report; deny requests of Gene Vick.

IN-SERVICE MATTERS

(12) Appeal of the decision of the General Manager, Personnel by Edward Skinger to restrict future employment. (File No. 4234-93)

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Skinger's attorney.

Rec: Adopt staff report; deny the appeal of Edward Skinger, sustain the decision of the General Manager, Personnel.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 15, 1993

PART II - 2:30 p.m.

APPEALS BY POLICE OFFICER AND FIREFIGHTER CANDIDATES

(13) ROLL CALL AND CONTINUANCES: 2:30 p.m. CALENDAR.

As soon after 2:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(14) Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (File No. 3198-92)

November 2, 1992:	Over to the meeting of December 7, 1992 at the request of Mr. Keeve's attorney.
December 7, 1992:	Over to the meeting of January 4, 1993 at the request of Mr. Keeve's attorney.
January 4, 1993:	Over to the meeting of March 1, 1993 at the request of the San Francisco Police Department.
March 1, 1993:	Over to the meeting of March 15, 1993 at the request of the San Francisco Police Department.

Rec: Adopt staff report. Deny appeal of Damon Z. Keeve; sustain the decision of the Chief of Police.

(15) Appeal of background rejection for Class Q2 Police Officer by Silas M. Lee. (File No. 3237-92)

January 4, 1993: Over to the meeting of February 1, 1993 at the request of Mr. Lee's attorney.

February 1, 1993: Off calendar at the request of the San Francisco Police Department.

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Lee's attorney.

Rec: Adopt staff report. Deny appeal of Silas M. Lee; sustain the decision of the Chief of Police.

(16) Appeal of background rejection for Class H2 Firefighter by Stephen S. Giannini. (File No. 3523-93)

Rec: Adopt staff report. Deny appeal of Stephen S. Giannini; sustain the decision of the Chief of the San Francisco Fire Department.

(17) Appeal of background rejection for Class H2 Firefighter by Shane G. Francisco. (File No. 3518-93)

Rec: Adopt staff report. Deny appeal of Shane G. Francisco; sustain the decision of the Chief of the San Francisco Fire Department.

(18) Appeal of background rejection for Class H2 Firefighter by Christopher M. Bross. (File No. 3524-93)

Rec: Adopt staff report. Deny appeal of Christopher M. Bross; sustain the decision of the Chief of the San Francisco Fire Department.

(19) Appeal of background rejection for Class H2 Firefighter by Sean A. Johnston. (File No. 3520-93)

Rec: Adopt staff report. Deny appeal of Sean A. Johnston; sustain the decision of the Chief of the San Francisco Fire Department.

(20) Appeal of background rejection for Class H2 Firefighter by Seth I. Rubenstein. (File No. 3527-93)

Rec: Adopt staff report. Deny appeal of Seth I. Rubenstein; sustain the decision of the Chief of the San Francisco Fire Department.

(21) Appeal of background rejection for Class H2 Firefighter by Thomas P. Haney. (File No. 3526-93)

Rec: Adopt staff report. Deny appeal of Thomas P. Haney; sustain the decision of the Chief of the San Francisco Fire Department.

(22) Appeal of background rejection for Class H2 Firefighter by Victor T. Baliao. (File No. 3528-93)

Rec: Adopt staff report. Deny appeal of Victor T. Baliao; sustain the decision of the Chief of the San Francisco Fire Department.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 15, 1993

PART III - 3:30 p.m.

SEPARATIONS FROM THE SERVICE

(23) ROLL CALL AND CONTINUANCES: 3:30 p.m. CALENDAR.

As soon after 3:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(24) John J. Carlson, 2523 Forensic Autopsy Technician, 3/E-0003, Medical Examiner's Office, 10/9/92.

November 16, 1992:	Over to the meeting of December 7, 1992 at Mr. Carlson's request.
December 7, 1992:	Over to the meeting of February 1, 1993 at the request of Mr. Carlson's attorney.
February 1, 1993:	Over to the meeting of March 1, 1993 at the request of the Medical Examiner's Office.
March 1, 1993:	Over to the meeting of March 15, 1993 at the request of Mr. Carlson's attorney. The Commission stipulated that no further continuances shall be granted.

Recommendation of the Medical Examiner's Office:

Dismiss from the City and County Service. Not to be employed again by the Medical Examiner's Office.

RESIGNATION - SERVICES UNSATISFACTORY

(25) Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93.

Rec: Over to the meeting of April 19, 1993 at the request of Local 3.

DISMISSAL OF PERMANENT EMPLOYEE

(26) Louis Otoya, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92.

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Otoya's attorney.

Recommendation of the Public Utilities Commission:

No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

(27) Craig A. Riggins, 4308 Senior Collections Officer, 3/CPE-5, Department of Social Services, 2/3/93.

Recommendation of the Department of Social Services:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

(28) David B. Chapman, 1426 Senior Clerk Typist, 5/CPE-1, San Francisco Unified School District, 11/30/92.

Recommendation of the San Francisco Unified School District:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

(29) COMMISSIONERS' NEW BUSINESS.

(30) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(31) ADJOURNMENT.

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Agenda

MEMORANDUM

No. 93 - 21

DATE : April 2, 1993

TO : Department Heads
Personnel Officers
Employee Organizations

FROM : Albert C. Walker
General Manager, Personnel

SUBJECT: SCHEDULING OF SPECIAL MEETING OF THE CIVIL SERVICE COMMISSION ON APRIL 12, 1993.

The Civil Service Commission has cancelled its Regular Meeting of April 5, 1993, the Commission will hold a Special Meeting on April 12, 1993.

April 12, 1993 at 6 p.m., Room 2C, (Basement) City Hall

The Commission will consider the following three (3) salary items and Rule 22:

Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (File No. 6461-92)

Reconsideration of staff denial of a request from Andrew J. Kahn on behalf of employees in Class 1466 Meter Reader to include private industry salary data from PG&E and other agencies. (File No. 2029-93)

Fiscal Year 1993-94 Salary Standardization, Charter Section 8.407, adjustments and amendments, inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations.
(File No. 2039-93)

Proposed new benchmarks for Fiscal Year 1993-94.
(File No. 2028-93)

Please contact Carol M. Sam, Assistant Secretary, Civil Service Commission, at 554-4747, if there are questions related to this change.

CIVIL SERVICE COMMISSION

Albert C. Walker
General Manager, Personnel

(2342B)

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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA

APRIL 12, 1993

ROOM 2C, (BASEMENT), CITY HALL

6 p.m.

ITEM NO.

(1) Review of requests for approval of proposed personal servives contracts number 550-92/93 and 557-92/93. (File No. 1032-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

NUMBER	DEPARTMENT	CONTRACTOR
550-92/93	Controller	ABR Consulting Group, Inc.
557-92/93	Police	A & M Associates

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Albert C. Walker, General Manager, Personnel
Carol M. Sam, Assistant Secretary

ITEM NO.

(2) Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (File No. 6461-92)

March 15, 1993:

1. Adopt for Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, and San Francisco Association of Personnel Professionals. (Vote of 4 to 1: Commissioner Mickins dissents.)

2. Post an amendment to Civil Service Commission Rule 22 to include:

   In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year. Voluntary time off not to exceed a total of five (5) days per quarter or ten (10) days per year, approved pursuant to section B "Voluntary Unpaid Time Off", shall be credited toward the maximum number of furlough days which may be imposed pursuant to this rule. (Vote of 5 to 0.)

3. Prepare a resolution to urge the Retirement System to accept the factfinder's recommendation on the impact of imposed furlough on an employee's retirement benefit. (Vote of 5 to 0.)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt for Local 200 and Local 250-A.

(3) Reconsideration of staff denial of a request from Andrew J. Kahn on behalf of employees in Class 1466 Meter Reader to include private industry salary data from PG&E and other agencies. (File No. 2029-93)

March 1, 1993:

1. Direct the General Manager, Personnel to make a further inquiry about Cooperative Personnel Services' unwillingness or inability to collect private industry data.

2. Direct the General Manager, Personnel to determine why data from the Santa Clara Valley Water District is not included in the survey.

3. Direct the General Manager, Personnel and request the City Attorney to meet with representatives of the 1466 Meter Reader class in this matter and attempt to agree upon a resolution by the next Civil Service Commission meeting.

4. Over to the meeting of March 15, 1993.

ITEM NO.

(3)
(cont.) March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; deny request of Andrew J. Kahn.

(4) Fiscal Year 1993-94 Salary Standardization, Charter Section 8.407, adjustments and amendments, inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations. (File No. 2039-93)

March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; forward to the Board of Supervisors.

(5) Proposed new benchmarks for Fiscal Year 1993-94.
(File No. 2028-93)

March 1, 1993:

1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff.

2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 salary survey.

March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt proposed new benchmarks for inclusion in the 1993-94 salary survey.

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City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

APRIL 19, 1993

ROOM 282 CITY HALL

Order of Business

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PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 2:30 P.M.

APPEALS BY POLICE OFFICER AND FIREFIGHTER CANDIDATES

PART III, 3:30 P.M.

SEPARATIONS FROM THE SERVICE

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Disability Access

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.

City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving this location are the #5, #21, #47, and #49. The wheelchair accessible MUNI line is the #42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.

There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:

For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

In order to allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting, individuals are requested to refrain from wearing perfume or other scented products.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 19, 1993

PART I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

A. Regular Meeting of March 15, 1993.

B. Special Meeting of March 15, 1993.

(4) ANNOUNCEMENTS.

Executive Session, April 19, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH O.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1021-93)

NUMBER	DEPARTMENT	CONTRACTOR
535-92/93	Retirement	Noetics Group
539-92/93	City Attorney	To Be Announced

(A)(cont.)

March 15, 1993: 1. Contract Number 539-92/93 over to the meeting of April 5, 1993 at the request of the City Attorney's Office.

2. Contract Number 535-92/93 over to the meeting of April 5, 1993 by Commission action.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts number 541-92/93 through 549-92/93, 551-92/93 through 556-92/93, and 558-92/93 through 596-92/93. (File No. 1032-93)

NUMBER	DEPARTMENT	CONTRACTOR
541-92/93	Airport	The Parry Company
542-92/93	Airport	Jancyn Company
543-92/93	Airport	Janis Bell
544-92/93	Art Commission	Joe Sam
545-92/93	CAO	Jack Golden
546-92/93	City Attorney	O'Melveny & Myers and the Law Offices of Pamela S. Jue
547-92/93	City Attorney	Brown & Wood and the Law Offices of Pamela S. Jue
548-92/93	Civil Service Commission	To Be Determined
549-92/93	S.F. Community College District	Personnel Concepts
551-92/93	Controller	David M. Griffith and Associates
552-92/93	Controller	David M. Griffith and Associates

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
553-92/93	Controller	Trident Services
554-92/93	Mayor's Office	Peter Lloyd Thompson
555-92/93	Mayor's Office	Linda Schanfein
556-92/93	Mayor's Office	Hilyard Wiggins
558-92/93	Port	Carol M. Brown
559-92/93	Public Utilities Commission	Daniel B. Steiner
560-92/93	Public Works	Abacus Archaeological Associates
561-92/93	Public Works	Holman and Associates
562-92/93	Public Works	Basin Research Associates
563-92/93	Public Works	Dames and Moore
564-92/93	Public Works	Woodward Clyde Consultants
565-92/93	Recreation and Park	S.F. League of Urban Gardeners (SLUG)
566-92/93	Sheriff	Roger Sheldon
567-92/93	Sheriff	Geese Theatre Company
568-92/93	Sheriff	Center on Juvenile & Criminal Justice
569-92/93	Sheriff	George Bach -Y- Rita
570-92/93	Sheriff	Occupational Health Services
571-92/93	Sheriff	Carolyn Block
572-92/93	Sheriff	Northern California Service League
573-92/93	Sheriff	Reverend J. Raymond Fox
574-92/93	Sheriff	Dr. Harry Edwards
575-92/93	Sheriff	San Mateo County School Service Fund

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
576-92/93	Sheriff	Man Alive - Hamish Sinclair
577-92/93	Sheriff	Jay Rice
578-92/93	Sheriff	Kathleen A. McBurney, Dr.. P.H., R.D.
579-92/93	Sheriff	Walden House, Inc.
580-92/93	Sheriff	Eclectic Communications, Inc.
581-92/93	Sheriff	Linda Connelly and Associates
582-92/93	Sheriff	University of Santa Clara School of Law
583-92/93	Sheriff	Stanford University School of Law
584-92/93	Sheriff	New College School of Law
585-92/93	Sheriff	Golden Gate University School of Law
586-92/93	Sheriff	University of San Francisco School of Law
587-92/93	Sheriff	University of California at Davis School of Law
588-92/93	Sheriff	University of California at Berkeley School of Law
589-92/93	Sheriff	Hastings College of the Law
590-92/93	Public Health	18th Street Services
591-92/93	Public Health	Walden House, Inc.

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM FROM THE DEPARMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

592-92/93	Public Health	Asian American Recovery Services, Inc.
593-92/93	Public Health	Compumed, Inc.

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
594-92/93	Public Health	Haight Ashbury Free Clinics, Inc. (Jail Psychiatric Services)
595-92/93	Public Health	Carolyn K. Harvey, D.P.M.
596-92/93	Public Health	Western Dental Services, Inc.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Review of requests for approval of proposed personal services contracts. (File No. 1041-93)

NUMBER	DEPARTMENT	CONTRACTOR
597-92/93	Airport	San Francisco Conservation Corps
598-92/93	Airport	Warren, McVeigh & Griffin, Inc.
599-92/93	Airport	Pacific State Airline Services, Inc.
600-92/93	Airport	Varitime Systems Corporation
601-92/93	Airport	San Mateo County, Roundtable Consultant
602-92/93	Controller	S.K. White Consulting
603-92/93	Controller	Tri-Pacific Consulting
604-92/93	Controller	S.K. White Consulting
605-92/93	Controller	Savvy, Inc.
606-92/93	Controller	Pacific Coast Systems
607-92/93	Controller	ACS Commercial Services Corp.

(C)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
608-92/93	Juvenile Probation	National Council on Crime and Delinquency & Polaris Research
609-92/93	Juvenile Probation	Bayview Hunter Point Foundation
610-92/93	Juvenile Probation	Bay Area Urban League
611-92/93	Juvenile Probation	Ella Hill Hutch Community Center
612-92/93	Juvenile Probation	Y.W.C.A. of San Francisco
613-92/93	Juvenile Probation	Chinatown Youth Center
614-92/93	Juvenile Probation	Pilipino Early Intervention Program
615-92/93	Juvenile Probation	Potrero Hill Neighborhood House
616-92/93	Juvenile Probation	Bayview Hunters Point Foundation
617-92/93	Juvenile Probation	Morrisania West, Inc.
618-92/93	Juvenile Probation	Real Alternatives Program
619-92/93	Public Works	Bay Area Tank & Marine
620-92/93	Public Works	Dillard Environmental Services
621-92/93	Public Works	East Carbon Development Corporation
622-92/93	Public Works	Dr. Ghassan Tarakji, S.F. State University, Engineering Design Center
623-92/93	Public Works	Business Development, Inc.
624-92/93	Sheriff	Richard Kamier
625-92/93	Social Services	S.F. Community College District
626-92/93	Social Services	Children's Council of San Francisco

(C)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
627-92/93	Social Services	Salvation Army-Gateway Family Shelter
628-92/93	Social Services	St. Vincent de Paul-Richmond Hills Shelter
629-92/93	Social Services	Episcopal Community Services (MSC-North)
630-92/93	Social Services	The Glide Foundation
631-92/93	Social Services	St. Vincent de Paul Society of S.F. (MSC)
632-92/93	Social Services	Glide Memorial Methodist Church
633-92/93	Social Services	Dolores Street Community Center
634-92/93	Social Services	The Episcopal Sanctuary
635-92/93	Public Health	Berkeley Community Health Project
636-92/93	Public Health	Starcare International
637-92/93	Public Health	Surgical Staff, Inc.
638-92/93	Public Health	TemPositions Health Care
639-92/93	Public Health	The Registry Network, Inc.
640-92/93	Public Health	Decade Software Company
641-92/93	Public Health	AIDS Indigent Direct Services
642-92/93	Public Health	AIDS Emergency Fund
643-92/93	Public Health	AIDS Legal Referral Panel
644-92/93	Public Health	American College of Traditional Chinese Medicine
645-92/93	Public Health	Baker Places, Inc.

(C)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
646-92/93	Public Health	Bar Association of San Francisco
647-92/93	Public Health	Bayview Hunter's Point Foundation
648-92/93	Public Health	Bayview Hunter's Point Foundation/American Indian AIDS Institute
649-92/93	Public Health	Black Coalition on AIDS
650-92/93	Public Health	California Pacific Medical Center/HIV Center
651-92/93	Public Health	California Pacific Medical Center/Operation Concern
652-92/93	Public Health	California Pacific Medical Center/Visiting Nurses and Hospice
653-92/93	Public Health	Catholic Charities of San Francisco
654-92/93	Public Health	Continuum HIV Day Services
655-92/93	Public Health	Family Service Agency
656-92/93	Public Health	Filipino Task Force on AIDS
657-92/93	Public Health	Gay Asian Pacific Alliance Community HIV Project
658-92/93	Public Health	Golden Gate Community Inc.,/Bridge for Kids
659-92/93	Public Health	Haight Ashbury Free Medical Clinic
660-92/93	Public Health	Hartford Street Zen Center/Maitri AIDS Hospice
661-92/93	Public Health	Health Outreach Team
662-92/93	Public Health	Institute for Traditional Medicine

(C)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
663-92/93	Public Health	Larkin Street Youth Center
664-92/93	Public Health	Lyon-Martin Women's Health Services
665-92/93	Public Health	Mission Neighborhood Health Center
666-92/93	Public Health	National Association for Visually Handicapped
667-92/93	Public Health	Planned Parenthood
668-92/93	Public Health	Professional Management Development Corp.
669-92/93	Public Health	Project Open Hand
670-92/93	Public Health	Rose Resnick Center for the Blind
671-92/93	Public Health	St. Mary's Hospital & Medical Center
672-92/93	Public Health	S.F. AIDS Foundation
673-92/93	Public Health	S.F. Community Clinic Consortium
674-92/93	Public Health	S.F. Food Bank
675-92/93	Public Health	S.F. Network Ministries/Tenderloin AIDS Resource Center
676-92/93	Public Health	S.F. Suicide Prevention
677-92/93	Public Health	Shanti Project
678-92/93	Public Health	The Support Center
679-92/93	Public Health	University of the Pacific/ School of Dentistry
680-92/93	Public Health	UCSF/AIDS Clinic
681-92/93	Public Health	UCSF/AIDS Health Project
682-92/93	Public Health	UCSF/Center on Deafness

(C)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
683-92/93	Public Health	Westside Community Mental Health Center

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

NUMBER	DEPARTMENT	CONTRACTOR
684-92/93	Public Health	Horizons Unlimited of S.F. Inc.
685-92/93	Public Health	Morrisania West, Inc.
686-92/93	Public Health	Potrero Hill Neighborhood House, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(D) Classification of positions in various City departments. (File No. 1033-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
S.F. Community College District	1	1844 Senior Management Assistant (Sch. 59.0 $1626B1975)	Same
County Clerk/ Recorder	1	1650 Accountant (Sch. 52.1 $1169B1414)	1652 Senior Accountant (Sch. 56.0 $1407B1706)
Public Health/ Central Office	1	1446 Secretary II (Sch. 51.9 $1158B1401)	Same

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report.

(E) Classification of various positions under "Express Position Classification Program." (File No. 1034-93)

Department	No. Pos.	Budgeted Class and Title	Recommended Class
Port	1	4308 Senior Collections Officer	Same
PUC/Water	1	5208 Civil Engineer	Same
Public Works	1	1408 Principal Clerk	Same
	1	1844 Senior Management Assistant	
	2	5212 Principal Engineer	
	1	5242 Senior Electrical Engineer	

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report.

(F) Classification of various positions under "Express Position Classification Program." (File No. 1042-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Sheriff	1	1426 Senior Clerk Typist	Same
	1	8308 Sheriff's Sergeant	
Public Library	2	3616 Library Technical Assistant I	Same
	5	36301 Librarian I	Same
Parking and Traffic	1	1452 Executive Secretary II	Same
	1	1652 Senior Accountant	Same
Medical/ Examiner Coroner	1	2456 Assistant Forensic Toxicologist I	Same
Public Works	1	1752 Senior Microphoto Technician	Same

(F)(cont.)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Public Works (cont.)	1	5258 Senior Mechanical Engineer	Same
	1	6138 Industrial Hygienist	Same
	1	7282 Street Repair Supervisor II	Same
	1	8173 Legal Assistant	Same
	1	8173 Legal Assistant	Same

Rec: Adopt staff report.

(G) Requests for appointment above the entrance rate for various employees. (File No. 2065-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Randy Ortega 2587 Health Worker III	Public Health	3	3
Ruby Henderson 1426 Senior Clerk Typist	War Memorial	5	5
*Arlene Boxton 1818 Management Information Specialist II	Airport	4	4

*Step 4 approval effective date of Commission action.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report.

(H) Requests for appointment above the entrance rate for various employees. (File No. 2076-93)

NAME AND CLASS	DEPARTMENT	REQUESTED	RECOMMENDED
Kirk Bennett 9386 Senior Property Manager	Port	5	5
Dan Hodapp 5280 Planner III	Port	5	5
Herbert Manley 2110 Medical Records Clerk	Public Health	3	3
Gloria Santos 1872 Programmer Analyst	Controller	3	3
Melinda Hom 2555 Physical Therapy Assistant	Public Health	5	5

Rec: Adopt staff report.

(I) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2041-93)

March 15, 1993: Over to the meeting of April 5, 1993 by Commission action.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(J) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2064-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(K) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2075-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(L) Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (File No. 4367-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Over to the meeting of May 3, 1993 at the request of staff.

(M) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 4307-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(N) Ratification of personnel actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from January 1, 1993 to March 31, 1993. (File No. 4366-93)

Rec: Approve.

(O) Appeal of staff's denial of protest regarding the performance exercise examination for Class 7355 Truck Driver. (File No. 3769-92)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Over to the meeting of May 3, 1993 at the request of the appellant's attorney.

REGULAR CALENDAR

CLASSIFICATION MATTERS

(6) Classification of a position in the San Francisco Unified School District. (File No. 1234-92)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 $1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 $1835B2230)

November 16, 1992:

1. Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

2. Adopt balance of staff report.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

January 4, 1993: Over to the meeting of February 1, 1993 at the request of the San Francisco Unified School District.

February 1, 1993: Over to the meeting of March 15, 1993 at the request of Local 21.

March 15, 1993: Over to the meeting of April 19, 1993 by Commission action.

Rec: Adopt staff report.

COMPENSATION MATTERS

(7) Appeal of denial of assault pay request from the Department of Public Health for Elizabeth Ouligian, Class 2320 Registered Nurse. (File No. 2066-93)

Rec: Adopt staff report; deny appeal.

(7A) Action regarding fact finding on proposed benchmarks of Class 6331 Building Inspector. (File No. 2082-93) (Former File No. 2028-93)

March 1, 1993:

1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff.

2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 Salary Survey.

March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 12, 1993:

1. Continue Class 6331 Building Inspector at Fiscal Year 1992-93 salary rate; no futher action pending fact finder's report.

2. Continue Class 3417 Gardener on Fiscal Year 1992-93 salary rate pending completion of meet and confer.

3. Adopt balance of proposed new benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II and 5210 Senior Civil Engineer for inclusion in the 1993-94 Salary Survey.

Rec: Adopt staff report; forward fact finder's report to the Board of Supervisors for its consideration.

(7B) Report regarding meet and confer sessions on proposed new benchmarks of Class 3417 Gardener. (File No. 2083-93 (Former File No. 2028-93)

March 1, 1993:

1. Benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II, 3417 Gardener, 5210 Senior Civil Engineer and 6331 Building Inspector over to the meeting of March 15, 1993 at the request of staff.

2. Adopt balance of proposed new benchmarks for inclusion in the 1993-94 Salary Survey.

March 15, 1993: Over to the meeting of April 5, 1993 at the request of staff.

April 5, 1993: Meeting cancelled due to lack of a quorum.

(7B) (cont.) April 12, 1993:

1. Continue Class 6331 Building Inspector on Fiscal Year 1992-93 salary rate; no futher action pending fact finders report.

2. Continue Class 3417 Gardener on Fiscal Year 1992-93 salary rate pending completion of meet and confer.

3. Adopt balance of proposed new benchmarks for Classes 1426 Senior Clerk Typist, 1446 Secretary II and 5210 Senior Civil Engineer for inclusion in the 1993-94 Salary Survey.

Rec: Adopt staff report; forward fact finder's report to the Board of Supervisors for its consideration.

EXAMINATION MATTERS

(8) Appeal of staff's denial of protest of the terms of the examination announcement for Classes 4268 Assistant Chief Real Property Appraiser and 4269 Chief Appraiser. (File No. 3545-93)

Rec: Adopt staff report; deny appeal of William Leal.

IN-SERVICE MATTERS

(9) Appeal of staff's denial by Department of Social Services to add language waivers on requisitions in the following classifications: Class 2907 Eligibility Worker Supervisor, Class 2914 Social Worker Supervisor and Class 2944 Child Welfare Supervisor. (File No. 4365-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; deny appeal of Department of Social Services.

(10) Report on Investigation into allegations by employee organizations of violations of Civil Service Commission Rule 22, Section 22.15 - Unpaid Administrative Leave (Furlough), as requested by the Civil Service Commission at its meetings of March 15 and April 12, 1993. (File No. 4527-93)

Open for discussion.

(11) Appeal of the decision of the General Manager, Personnel by Robert Highfill to restrict future employment. (File No. 4497-93)

Rec: Adopt staff report; deny the appeal of Robert Highfill; sustain the decision of the General Manager, Personnel.

(12) Appeal of decision of the General Manager, Personnel to deny the request by Natasha Gorbatenko to backdate seniority in Class 2846 Nutritionist. (File No. 4512-93)

Rec: Adopt staff report; deny appeal of Natasha Gorbatenko to backdate seniority in Class 2846; sustain the decision of the General Manager, Personnel.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 19, 1993

PART II - 2:30 p.m.

APPEALS BY POLICE OFFICER AND FIREFIGHTER CANDIDATES

(13) ROLL CALL AND CONTINUANCES: 2:30 p.m. CALENDAR.

As soon after 2:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(14) Appeal of background rejection for Class Q2 Police Officer by Damon Z. Keeve. (File No. 3198-92)

November 2, 1992:	Over to the meeting of December 7, 1992 at the request of Mr. Keeve's attorney.
December 7, 1992:	Over to the meeting of January 4, 1993 at the request of Mr. Keeve's attorney.
January 4, 1993:	Over to the meeting of March 1, 1993 at the request of the San Francisco Police Department.
March 1, 1993:	Over to the meeting of March 15, 1993 at the request of the San Francisco Police Department.
March 15, 1993:	Over to the meeting of April 5, 1993 at the request of Mr. Keeve's attorney.
April 5, 1993:	Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Damon Z. Keeve; sustain the decision of the Chief of Police.

(15) Appeal of background rejection for Class H2 Firefighter by Christopher M. Bross. (File No. 3524-93)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Bross's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Christopher M. Bross; sustain the decision of the Chief of the San Francisco Fire Department.

(16) Appeal of background rejection for Class H2 Firefighter by Warren K. Ness. (File No. 3531-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Warren K. Ness; sustain the decision of the Chief of the San Francisco Fire Department.

(17) Appeal of background rejection for Class H2 Firefighter by Seth I. Rubenstein. (File No. 3527-93)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Rubenstein's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Seth I. Rubenstein; sustain the decision of the Chief of the San Francisco Fire Department.

(18) Appeal of background rejection for Class H2 Firefighter by Thomas P. Haney. (File No. 3526-93)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Haney's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Thomas P. Haney; sustain the decision of the Chief of the San Francisco Fire Department.

(19) Appeal of background rejection for Class H2 Firefighter by John R. Kosta. (File No. 3530-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of John R. Kosta; sustain the decision of the Chief of the San Francisco Fire Department.

(20) Appeal of background rejection for Class H2 Firefighter by Beth M. Goudreau. (File No. 3550-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Beth M. Goudreau; sustain the decision of the Chief of the San Francisco Fire Department.

(21) Appeal of background rejection for Class H2 Firefighter by Michael B. Charlton. (File No. 3535-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Michael B. Charlton; sustain the decision of the Chief of the San Francisco Fire Department.

(22) Appeal of background rejection for Class H2 Firefighter by Kevin J. Pardini. (File No. 3529-93)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Pardini's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Kevin J. Pardini; sustain the decision of the Chief of the San Francisco Fire Department.

(23) Appeal of background rejection for Class H2 Firefighter by Thomas J. Duag. (File No. 3534-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Thomas J. Duag; sustain the decision of the Chief of the San Francisco Fire Department.

(24) Appeal of background rejection for Class H2 Firefighter by Jay M. Cleland. (File No. 3522-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Jay M. Cleland; sustain the decision of the Chief of the San Francisco Fire Department.

(25) Appeal of background rejection for Class H2 Firefighter by Sean A. Johnston. (File No. 3520-93)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Johnston's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Sean A. Johnston; sustain the decision of the Chief of the San Francisco Fire Department.

(26) Appeal of background rejection for Class H2 Firefighter by Victor T. Baliao. (File No. 3528-93)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Baliao's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Victor T. Baliao; sustain the decision of the Chief of the San Francisco Fire Department.

(27) Appeal of background rejection for Class H2 Firefighter by David K. Gordon. (File No. 3536-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of David K. Gordon; sustain the decision of the Chief of the San Francisco Fire Department.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 19, 1993

PART III - 3:30 p.m.

SEPARATIONS FROM THE SERVICE

(28) ROLL CALL AND CONTINUANCES: 3:30 p.m. CALENDAR.

As soon after 3:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(29) Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Over to the first meeting in July 1993 at Ms. Hawkins' request with the stipulation that Ms. Hawkins waives any claim of backpay in the event she is successful in her appeal.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(30) Ricky Williams, 2716 Custodial Assistant Supervisor, 1/CPE-3, Airports Commission, Custodial Service, 2/10/93.

Recommendation of the Airports Commission:

Approve the separation. Reinstate to a position in the class from which promoted (Class 2708 Custodian).

APPEAL OF AUTOMATIC RESIGNATION

(31) Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(32) Dennis Darwin Harsh, 1426 Senior Clerk Typist, 6/CPE-239, District Attorney's Office, 2/19/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Off calendar; appeal withdrawn.

TERMINATION OF TEMPORARY APPOINTMENT

(33) John Chase, 7378 Tile Setter, 2/E-2, Department of Public Works, Building Repair, 2/15/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Recommendation of the Department of Public Works:

Approve the separation. Return name to the eligible list from which appointed (Class 7378 Tile Setter).

RESIGNATION - SERVICES UNSATISFACTORY

(34) Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93.

March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.

Recommendation of the Sheriff's Office:

Accept the resignation as certified. Not to be employed again by the Sheriff's Office.

RESIGNATION - SERVICES UNSATISFACTORY

(35) Rudy H. Uribe, 9102 Transit Car Cleaner, 1/E-7, Public Utilities Commission, San Francisco Municipal Railway, 3/2/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Recommendation of the Public Utilities Commission:

Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

DISMISSAL OF PERMANENT EMPLOYEE

(36) Louis Otoya, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92.

March 1, 1993: Over to the meeting of March 15, 1993 at the request of Mr. Otoya's attorney.

March 15, 1993: Over to the meeting of April 5, 1993 at the request of Mr. Otoya's attorney.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Recommendation of the Public Utilities Commission:

No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

(37) Michael Butler, 7514 General Laborer, 78/E-7, Department of Public Works, Street Cleaning/Forestry, 1/28/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

Rec: Over to the meeting of May 17, 1993 at Mr. Butler's request.

(38) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(39) ADJOURNMENT.

SF
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#4
5/3/93

PUBLIC LIBRARY
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DOCUMENTS SECTION
1 CAL (57) BOX 41

City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

DOCUMENTS DEPT.
APR 30 1993
SAN FRANCISCO
PUBLIC LIBRARY

MAY 3, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2:00 P.M.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 2:30 P.M.

APPEAL BY FIREFIGHTER CANDIDATE

PART III, 3:30 P.M.

SEPARATIONS FROM THE SERVICE

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Disability Access

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.

City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving this location are the #5, #21, #47, and #49. The wheelchair accessible MUNI line is the #42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.

There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:

For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

In order to allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting, individuals are requested to refrain from wearing perfume or other scented products.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 3, 1993

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

A. Special Meeting of April 12, 1993.

B. Regular Meeting of April 19, 1993.

(4) ANNOUNCEMENTS.

Executive Session, May 3, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH R.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of request for approval of proposed personal services contract number 600-92/93 between the Airports Commission and the Varitime Systems Corporation. (File No. 1041-93)

NUMBER	DEPARTMENT	CONTRACTOR
600-92/93	Airport	Varitime Systems Corporation

April 19, 1993: Contract Number 600-92/93 over to the meeting of May 3, 1993 at the request of Local 21.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1046-93)

NUMBER	DEPARTMENT	CONTRACTOR
687-92/93	Civil Service Commission	Don Harrison (IMA, Inc.)
688-92/93	Civil Service Commission	Marti Porter Andrews
689-92/93	Commission on Status of Women	Asian Women's Shelter
690-92/93	Commission on Status of Women	Donaldina Cameron House
691-92/93	Commission on Status of Women	Family Violence Prevention Fund
692-92/93	Commission on Status of Women	La Casa de las Madres
693-92/93	Commission on Status of Women	Nihonmachi Legal Outreach
694-92/93	Commission on Status of Women	S.F. Bar Association/ Cooperative Restraining Order
695-92/93	Commission on Status of Women	S.F. Bar Association- Volunteer Legal Services
696-92/93	Commission on Status of Women	S.F. Neighborhood Legal Assistance Foundation
697-92/93	Commission on Status of Women	St. Vincent de Paul Society/Rosalie House
698-92/93	Commission on Status of Women	WOMAN, Inc.
699-92/93	Controller	Nydell Technical Communications
700-92/93	Controller	Tim Meager & Associates, Inc.
701-92/93	Mayor's Office	S.F. Community Television Corporation
702-92/93	Port	Edgewater Consultants
703-92/93	Public Health	Northeast Medical Services
704-92/93	Public Health	Barnes Clarke Incorporated

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
705-92/93	Public Health	Bay Area Medical Transcription
706-92/93	Public Health	California Medical Transcription
707-92/93	Public Health	Transcription Stat, Inc.
708-92/93	Public Utilities Commission	The Planning Collaborative
709-92/93	Public Works	Moffatt and Nichol, Engineers
710-92/93	Public Works	Rutherford & Chekene/SDE, an Association
711-92/93	Social Services	Hamilton Family Center
712-92/93	Social Services	Innovative Housing
713-92/93	Social Services	Mission Housing Development Corp.
714-92/93	Social Services	The Salvation Army
715-92/93	Social Services	Private Industry Council of S.F., Inc.
716-92/93	Social Services	Travelers Aid S.F. (Family/Childcare Center)
717-92/93	Social Services	Catholic Charities (Guerrero House/Jelani House/Family Resource Center)
718-92/93	Social Services	State of California, Employment Development Department (EDD)
719-92/93	Social Services	Recreation Center for the Handicapped
720-92/93	Social Services	Robert L. Tufel
721-92/93	Social Services	Association for Retarded Citizens (ARC)
722-92/93	Social Services	Geneva Social Development Center

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
723-92/93	Social Services	University of California/Early Parenting Project
724-92/93	Social Services	Geri Brooks
725-92/93	Social Services	Larkin Street Youth Center
726-92/93	Public Works	R.H. and Associates

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Classification of positions in various City departments. (File No. 1047-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
S.F. Unified School District	1	9976 Community Relations Specialist (Sch. 51.2 $1120B1355)	9977 Parent and Community Involvement Specialist (Sch. 54.0 $1279B1550) Amended class specification as detailed in the staff report.
Controller	1	1655 Systems Accountant (Sch. 61.0 $1791B2178)	Same
	1	1659 Chief Systems Accountant (Sch. 66.5 $2342B2847)	Same

Rec: Adopt staff report.

(D) Classification of various positions under "Express Position Classification Program." (File No. 1048-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Sheriff	29	8304 Deputy Sheriff	Same
	1	8274 Police Cadet	Same
PUC/Water	1	1468 Water Services Clerk	Same
Airport	1	5212 Principal Engineer	Same
	1	5266 Architectural Associate II	Same
	8	9202 Communications Dispatcher	Same
	2	9203 Senior Communications Dispatcher	Same
	13	9209 Police Service Aide	Same

Rec: Adopt staff report.

(E) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2041-93)

March 15, 1993: Over to the meeting of April 5, 1993 by Commission action.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Item related to Arthur I. Laursen, Public Utilities Commission, over to the meeting of May 3, 1993 at the request of the Public Utilities Commission.

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(F) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2075-93)

April 19, 1993: Over to the meeting of May 3, 1993 at the request of the Public Utilities Commission.

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(G) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2090-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(H) Requests for appointment above the entrance rate for various employees. (File No. 2096-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Daryl Chang 7410 Automotive Service Worker	Airport	5	5
Larry Horn 9222 Airport Operations Coordinator	Airport	2	2
Teri Rueb 3541 Curator I	Airport	3	3
Gemma Pasto 8330 Director Log Cabin	Juvenile Probation	3	3
Paul Chew 1807 Management Information System I	S.F. Unified School District	5	5
Mark Mosley 8178 Senior Attorney	City Attorney	3	3

Rec: Adopt staff report.

(I) Salary Standardization for Registered Nurse classifications (Charter Section 8.403), 1993-94. (File No. 2095-93)

Rec: Adopt staff report; forward to the Board of Supervisors.

(J) Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (File No. 6461-92)

December 14, 1992: Adopt as amended. (Vote of 4 to 1: Commissioner Mickins dissents.)

1. The Civil Service Commission has offered to meet and confer on amendments to Rule 22 to provide for unpaid furloughs for employees of the City and County of San Francisco and the San Francisco Community College District and the San Francisco Unified School District. The largest City employee organization, SEIU Locals 250, 535, and 790 refused to meet and confer regarding an amendment to provide for mandatory furloughs, asserting that such amendments are barred by the Charter and its Memorandum of Understanding (MOU). Accordingly, the Commission finds that SEIU, on behalf of its members has waived meet and confer. The Commission further finds no merit to SEIU's assertions, and no bar to the Commission's exercise of its Charter authority and management prerogative to promulgate rules permitting departments to utilize mandatory furloughs as a mechanism of relieving employees from duties through temporary layoffs, without the disruption that could be caused through utilization of the "bumping" provisions of Rule 32. (Vote of 3 to 2: Commissioners Mickins and Rios dissent.)

2 As of today, meet and confer has been completed with all City employee representatives that participated in meet and confer except: Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, Local 200, Local 250-A and San Francisco Association of Personnel Professionals. These nine (9) employee organizations have completed meet and confer, as well as mediation. The amendments adopted today in large part incorporate the changes suggested by the mediator in his December 10, 1992 report. Some or all of the nine (9) employee organizations which have completed mediation may accept the Commission's offer to participate in factfinding. Until the completion of factfinding, or until factfinding is waived, the amendments to Rule 22 adopted

(J)(cont.)

today shall not apply to employees in units represented by these employees groups. Further, the Commission will consider any additional recommendations of the factfinder, and if appropriate, may adopt further changes to the Rule 22 amendments. (Vote of 5 to 0.)

3. The amendments to Rule 22 shall not apply to Uniformed members of the Police and Fire Departments, and to Airport Police Officers to the extent any impasse procedures required by Charter have not been exhausted. (Vote of 5 to 0.)

4. As to those employee organizations which have waived or completed meet and confer, Rule 22 shall be considered amended as of today, and its amended provisions shall be effective immediately. (Vote of 4 to 1: Commissioner Mickens dissents.)

5. The General Manager, Personnel is directed to report the results of the application of Rule 22 to the Civil Service Commission at the first meeting in July 1993. The General Manager, Personnel is also directed to prepare a letter to department heads encourging them to give credit to employees who have taken Unpaid Time Off. (Vote of 5 to 0.)

6. The Civil Service Commission will send a letter to the Mayor requesting that he include himself, his staff and department heads in a furlough program.

March 15, 1993:

1. Adopt for Local 261, Local 39, Local 21, Local 3, Local 38, Local 104, and San Francisco Association of Personnel Professionals. (Vote of 4 to 1: Commissioner Mickins dissents.)

2. Post an amendment to Civil Service Commission Rule 22 to include:

   In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year. <u>Voluntary time off not to exceed a total of five (5) days per quarter or ten (10) days per</u>

(J)(cont.)

year, approved pursuant to section B "Voluntary Unpaid Time Off", shall be credited toward the maximum number of furlough days which may be imposed pursuant to this rule. (Vote of 5 to 0.)

3. Prepare a resolution to urge the Retirement System to accept the factfinder's recommendation on the impact of imposed furlough on an employee's retirement benefit. (Vote of 5 to 0.)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 12, 1993:

1. Request that the Public Utilities Commission delay implementation of Unpaid Administrative Leave (Furlough) imposed on employees represented by Local 1305 scheduled to be effective starting April 15, 1993.

2. Direct staff to investigate alleged violations by Public Utilities Commission reported by Mike Cook, Local 1305, for report at the Civil Service Commission meeting of April 19, 1993.

Rec: Adopt for Local 200 and Local 250-A.

(K) Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (File No. 4367-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of staff.

Rec: Over to the meeting of June 7, 1993 at the request of staff.

(L) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 4567-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(M) Approval of departmental affirmative action plans for the Department of City Planning and the District Attorney's Office. (File No. 4513-93)

Rec: Approve the departmental affirmative action plans for the Department of City Planning and the District Attorney's Office.

(N) Appointment of Trustee for the Transport Workers Union - San Francisco Municipal Railway Trust Fund. (File No. 4568-93)

Rec: Adopt staff report.

(O) Request to issue Classes 8308 Sheriff's Sergeant and 8310 Sheriff's Lieutenant examination announcement on a "Promotive Only" basis. (File No. 3029-93)

Rec: Approve request for promotive only examinations; issue examination announcements for Classes 8308 and 8310 as Promotive Only; limit eligibility to Sheriff's Department employees.

(P) Appeal of decision of the General Manager, Personnel to deny the request by Natasha Gorbatenko to backdate seniority in Class 2846 Nutritionist. (File No. 4512-93)

April 19, 1993: Over to the meeting of May 3, 1993 by Commission action.

Rec: Over to the meeting of June 7, 1993 at the joint request of the Civil Service Commission and Ms. Gorbatenko's attorney.

(Q) Appeal of background rejection for Class H2 Firefighter by Sean A. Johnston. (File No. 3520-93)

March 15, 1993: Over to the meeting of April 5, 1993 at Mr. Johnston's request.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993.

Rec: Over to the meeting of May 17, 1993 at the request of the San Francisco Fire Department.

(R) Appeal of background rejection for Class H2 Firefighter by David K. Gordon. (File No. 3536-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993.

Rec: Over to the meeting of May 17, 1993 at the request of the San Francisco Fire Department.

REGULAR CALENDAR

COMPENSATION MATTERS

(6) Appeal of denial of assault pay request from the Department of Public Health for Elizabeth Ouligian, Class 2320 Registered Nurse. (File No. 2066-93)

April 19, 1993: Over to the meeting of May 3, 1993.

Rec: Adopt staff report; deny appeal.

EXAMINATION MATTERS

(7) Appeal of staff's denial of protest regarding the performance exercise examination for Class 7355 Truck Driver. (File No. 3769-92)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of the appellant's attorney.

Rec: Adopt staff report; deny appeal of Mohamed M. Dastghaib.

IN-SERVICE MATTERS

(8) Appeal of hiring procedures in Class 2328 Senior Museum Guard by Diane Jaros. (File No. 4554-93)

Rec: Adopt staff report; deny appeal of Diane Jaros.

(9) Appeal of the decision of the General Manager, Personnel to deny the request by Melvin Love for an administrative appeal. (File No. 4589-93)

Rec: Adopt staff report; deny appeal of Melvin Love for an administrative appeal. Sustain the decision of the General Manager, Personnel.

SPECIAL ORDER OF BUSINESS TO BE HEARD AT 2:30 P.M.

CLASSIFICATION MATTERS

(10) Classification of a position in the San Francisco Unified School District. (File No. 1234-92)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
S.F. Unified School District	1	1952 Purchaser (Sch. 56.8 $1463B1773)	1823 Senior Administrative Analyst (Sch. 61.5 $1835B2230)

November 16, 1992:

1. Request to classify a position in Class 1952 Purchaser, San Francisco Unified School District over to the meeting of December 7, 1992 at the request of the San Francisco Unified School District.

2. Adopt balance of staff report.

December 7, 1992: Over to the meeting of January 4, 1993 at the request of the San Francisco Unified School District.

January 4, 1993: Over to the meeting of February 1, 1993 at the request of the San Francisco Unified School District.

February 1, 1993: Over to the meeting of March 15, 1993 at the request of Local 21.

March 15, 1993: Over to the meeting of April 19, 1993 by Commission action.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 21. Special Order of Business at 2:30 p.m.

Rec: Adopt staff report.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 3, 1993

PART II - 2:30 p.m.

APPEAL BY

FIREFIGHTER CANDIDATE

(11) ROLL CALL AND CONTINUANCES: 2:30 p.m. CALENDAR.

As soon after 2:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(12) Appeal of background rejection for Class H2 Firefighter by Christopher M. Bross. (File No. 3524-93)

March 15, 1993:	Over to the meeting of April 5, 1993 at Mr. Bross's request.
April 5, 1993:	Meeting cancelled due to lack of a quorum.
April 19, 1993:	Over to the meeting of May 3, 1993. The San Francisco Fire Department to attempt to further corroborate its rejection.

Rec: Adopt staff report. Deny appeal of Christopher M. Bross; sustain the decision of the Chief of the San Francisco Fire Department.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 3, 1993

PART III - 3:30 p.m.

SEPARATIONS FROM THE SERVICE

(13) ROLL CALL AND CONTINUANCES: 3:30 p.m. CALENDAR.

As soon after 3:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(14) Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93. (Calendar Item No. 29)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at Ms. Hawkins' request.

Rec: Over to the meeting of May 17, 1993 at Ms. Hawkins' request.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(15) Ricky Williams, 2716 Custodial Assistant Supervisor, 1/CPE-3, Airports Commission, Custodial Service, 2/10/93.

April 19, 1993: Over to the meeting of May 3, 1993 at Mr. Williams' request.

Recommendation of the Airports Commission:

Approve the separation. Reinstate to a position in the class from which promoted (Class 2708 Custodian).

APPEAL OF AUTOMATIC RESIGNATION

(16) Michael L. Smith, 8207 Building and Grounds Patrol Officer, 1/E-6, War Memorial and Performing Arts Center, 4/5/93.

Recommendation of the War Memorial and Performing Arts Center:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the War Memorial and Performing Arts Center.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(17) Gina M. Nunez-Stever, 2940 Child Welfare Worker, 35/E-53, Department of Social Services, Family and Children Services, 4/2/93.

Rec: Over to the meeting of May 17, 1993 at the joint request of Ms. Nunez-Stever and the Department of Social Services.

RESIGNATION - SERVICES UNSATISFACTORY

(18) Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93.

March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 3.

Recommendation of the Sheriff's Office:

Accept the resignation as certified. Not to be employed again by the Sheriff's Office.

(19) Kim Y. Hang, 1220 Payroll Clerk, 19/E-8, San Francisco Unified School District, 3/27/93.

Recommendation of the San Francisco Unified School District:

Accept the resignation as certified. Not to be employed again by the San Francisco Unified School District.

DISMISSAL OF PERMANENT EMPLOYEE

(20) Louis Otoya, 9163 Transit Operator, 217/E-113, Public Utilities Commission, San Francisco Municipal Railway, 12/4/92.

March 1, 1993:	Over to the meeting of March 15, 1993 at the request of Mr. Otoya's attorney.
March 15, 1993:	Over to the meeting of April 5, 1993 at the request of Mr. Otoya's attorney.
April 5, 1993:	Meeting cancelled due to lack of a quorum.
April 19, 1993:	Over to the meeting of May 3, 1993 at Mr. Otoya's request.

Recommendation of the Public Utilities Commission:

No future employment in any position covered by the civil service system of the City and County of San Francisco.

(21) GENERAL MANAGER'S REPORT.

A. Status of Fiscal Year 1993-94 Civil Service Commission Budget Request.

B. Other Matters.

(22) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(23) ADJOURNMENT.

From Commissioner Juan Rios:

In memory of Cesar Chavez who died on April 23, 1993 in Arizona. Cesar Chavez was a great labor and civil rights leader. As a union leader in the 1960's and 1970's he was able to touch the consciousness of many Americans through the use of strikes, boycotts and the mass media. With his Gandhian non-violence and uncompromising love for the poor, he staged repeated boycotts and health threatening fasts to fight union-busting laws and the overuse of pesticides that had an affect on farm workers. Cesar Chavez was a friend to all, and a great humanitarian.

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City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

MAY 17, 1993

ROOM 282 CITY HALL

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

Order of Business

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

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Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

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Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
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c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

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c. Corroborating witnesses, if necessary; and
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Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 17, 1993

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of May 3, 1993.

(4) ANNOUNCEMENTS.

Executive Session, May 17, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH H.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1046-93)

NUMBER	DEPARTMENT	CONTRACTOR
699-92/93	Controller	Nydell Technical Communications
705-92/93	Public Health	Bay Area Medical Transcription
706-92/93	Public Health	California Medical Transcription
707-92/93	Public Health	Transcription Stat, Inc.

(A)(cont.)

May 3, 1993:

1. Contracts 705-92/93, 706-92/93 and 707-92/93 over to the meeting of May 17, 1993 at the request of the Department of Public Health.

2. Contract 699-92/93 over to the meeting of May 17, 1993 by Commission action.

Rec: 1. Contract 699-92/93 over to the meeting of June 7, 1993 at the request of the Controller's Office.

2. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1051-93)

NUMBER	DEPARTMENT	CONTRACTOR
727-92/93	Airport	DuDell Associates, Inc.
728-92/93	CAO	Ross Drulis & Assoc./Hood-Miller Assoc., A Joint Venture
729-92/93	City Attorney	Golden Gate University, New College of California, University of San Francisco, University of California Berkeley Boalt Hall
730-92/93	Commission on Status of Women	WOMAN, Inc.
731-92/93	Controller	Main Consulting
732-92/93	Controller	Melotech, Inc.
733-92/93	District Attorney	Mike Noonan
734-92/93	District Attorney	Informatix, Inc.
735-92/93	Mayor's Office	Career Resources Development Center
736-92/93	Mayor's Office	Bernal Gang Prevention/Youth Outreach Program
737-92/93	Port	Sedway & Associates
738-92/93	Port	To Be Determined

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
739-92/93	Public Utilities Commission	Hooper, Hooper, Owen & Gould
740-92/93	Public Utilities Commission	Manna Consultants, Inc.
741-92/93	Public Utilities Commission	Ronald Yoshiyama
742-92/93	Public Works	BWF Consulting Engineers
743-92/93	Public Works	Contractor to be Selected
744-92/93	Social Services	International Institute
745-92/93	Social Services	Audrey L. Smith Development Center, Inc.
746-92/93	Public Health	Bayview-Hunter's Point Foundation/American Indian AIDS Institute
747-92/93	Public Health	California Pacific Medical Center/Operation Concern
748-92/93	Public Health	California Prostitute Education Project (CAL-PEP)
749-92/93	Public Health	Central City Hospitality House
750-92/93	Public Health	Community United Against Violence (CUAV)
751-92/93	Public Health	18th Street Services
752-92/93	Public Health	Gay Asian Pacific Alliance Community HIV Project (GCHP)
753-92/93	Public Health	Glide Foundation
754-92/93	Public Health	Hispanic Headquarters Advertising
755-92/93	Public Health	Japanese Community Youth Council (JCYC)
756-92/93	Public Health	National Task Force on AIDS Prevention

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
757-92/93	Public Health	Planned Parenthood of Alameda/S.F.
758-92/93	Public Health	Polaris Research and Development
759-92/93	Public Health	S.F. Network Ministries/Tenderloin AIDS Resource Center
760-92/93	Public Health	San Francisco AIDS Foundation
761-92/93	Public Health	Regents of the University of California/AIDS Health Project
762-92/93	Public Health	Chronic Fatigue Immune Dysfunction Syndrome Foundation
763-92/93	Public Health	Genisys Decision Corporation
764-92/93	Public Health	Keye Productivity Center

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT SUMMARIES ARE FROM THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

NUMBER	DEPARTMENT	CONTRACTOR
765-92/93	Public Health	Audrey L. Smith Developmental Center, Inc.
766-92/93	Public Health	Bayview Hunter's Point Foundation
767-92/93	Public Health	California Medivan dba MV Transportation
768-92/93	Public Health	Catholic Charities of San Francisco
769-92/93	Public Health	Episcopal Community Services
770-92/93	Public Health	Instituto Familiar de la Raza

Rec: 1. Contracts Number 731-92/93 and 732-92/93 off calendar at the request of the Controller's Office.

2. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

(C) Request for temporary exempt status for Elections Workers in the Office of the Registrar of Voters. (File No. 4644-93)

Rec: Adopt staff report; approve request to grant temporary exempt status to elections workers in the Office of the Registrar of Voters for the period from July 1, 1993 through June 30, 1994.

(D) Request for continuation of temporary exempt status for Class P-103 Special Duty (Per Diem) Nurse. (File No. 4645-93)

Rec: Adopt staff report.

(E) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 4636-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(F) Request from the Adult Probation Department to backdate limited tenure appointment in Class 8434 Supervising Adult Probation Officer. (File No. 4646-93)

Rec: Adopt staff report.

(G) Appeal of background rejection for Class H2 Firefighter by David K. Gordon. (File No. 3536-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993.

May 3, 1993: Over to the meeting of May 17, 1993 at the request of the San Francisco Fire Department.

Rec: Over to the meeting of June 7, 1993 at the request of the San Francisco Fire Department.

(H) Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (File No. 6461-92)

March 15, 1993: Post an amendment to Civil Service Commission Rule 22 to include:

In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year. Voluntary time off not to exceed a total of five (5) days per quarter or ten (10) days per year, approved pursuant to section B "Voluntary Unpaid Time Off", shall be credited toward the maximum number of furlough days which may be imposed pursuant to this rule. (Vote of 5 to 0.)

Rec: Adopt.

REGULAR CALENDAR

IN-SERVICE MATTERS

(6) Appeal of hiring procedures in Class 8228 Senior Museum Guard by Diane Jaros. (File No. 4554-93)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of Local 790.

Rec: Adopt staff report; deny appeal of Diane Jaros.

(7) Appeal of the decision of the General Manager, Personnel to deny the request by Melvin Love for an administrative appeal. (File No. 4589-93)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of staff.

Rec: Adopt staff report; deny appeal of Melvin Love for an administrative appeal; sustain the decision of the General Manager, Personnel

EXAMINATION MATTERS

(8) Appeal of staff's denial of protest regarding the performance exercise examination for Class 7355 Truck Driver. (File No. 3769-92)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of the appellant's attorney.

May 3, 1993: Over to the meeting of May 17, 1993 at the request of the appellant's attorney.

Rec: Adopt staff report; deny appeal of Mohamed M. Dastghaib.

(9) Appeal of the staff's decision to reject the application of Robert Alan Mansfield for the position of Class 1426 Senior Clerk Typist. (File No. 3062-93)

Rec: Adopt staff report. Deny appeal of Robert Alan Mansfield.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 17, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(10) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(11) Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at Ms. Hawkins' request.

May 3, 1993: Over to the meeting of May 17, 1993 at Ms. Hawkins' request.

Recommendation of the Assessor's Office:

Approve the separation. Reinstate to a position in the class from which promoted (Class 4203 Senior Assessment Clerk).

APPEAL OF AUTOMATIC RESIGNATION

(12) Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

(12)
(cont.) April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

(13) Michael L. Smith, 8207 Building and Grounds Patrol Officer, 1/E-6, War Memorial and Performing Arts Center, 4/5/93.

May 3, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Smith's attorney.

Recommendation of the War Memorial and Performing Arts Center:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the War Memorial and Performing Arts Center.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(14) Gina M. Nunez-Stever, 2940 Child Welfare Worker, 35/E-53, Department of Social Services, Family and Children Services, 4/2/93.

May 3, 1993: Over to the meeting of May 17, 1993 at the joint request of Ms. Nunez-Stever and the Department of Social Services.

Rec: Over to the meeting of June 7, 1993 at the request of Local 535.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(15) Isaac M. Wolridge, 9163 Transit Operator, 245/E-133, Public Utilities Commission, San Francisco Municipal Railway, 4/8/93.

Recommendation of the Public Utilities Commission:

No futue employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(16) Rosa Armas, 4321 Cashier II, 17/CPE-2, Department of Parking and Traffic, Residential Parking, 4/22/93.

Recommendation of the Department of Parking and Traffic:

Not to be employed again by the Department of Parking and Traffic.

RESIGNATION - SERVICES UNSATISFACTORY

(17) Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93.

March 15, 1993: Over to the meeting of April 19, 1993 at the request of Local 3.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of Local 3.

May 3, 1993: Over to the meeting of May 17, 1993 due to department's failure to attend.

Recommendation of the Sheriff's Office:

Accept the resignation as certified. Not to be employed again by the Sheriff's Office.

DISMISSAL OF PERMANENT EMPLOYEE

(18) Michael Butler, 7514 General Laborer, 78/E-7, Department of Public Works, Street Cleaning/Forestry, 1/28/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

(18)
(cont.) April 19, 1993: Over to the meeting of May 17, 1993 at Mr. Butler's Request.

Recommendation of the Department of Public Works:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

(19) Noy Avila, 9163 Transit Operator, 21/E-115, Public Utilities Commission, San Francisco Municipal Railway, 2/26/93.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

(20) GENERAL MANAGER'S REPORT.

(21) INDIVIDUAL'S REQUESTS TO SPEAK.

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(22) ADJOURNMENT.

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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA

MAY 25, 1993

ROOM 52A (BASEMENT) CITY HALL

ORDER OF BUSINESS

PART I, 3:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

PART II, 3:30 p.m.

SEPARATIONS FROM THE SERVICE

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - MAY 25, 1993

PART I - 3 p.m.

ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of May 3, 1993.

(4) ANNOUNCEMENTS.

Executive Session, May 25, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH H.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1046-93)

NUMBER	DEPARTMENT	CONTRACTOR
699-92/93	Controller	Nydell Technical Communications
705-92/93	Public Health	Bay Area Medical Transcription
706-92/93	Public Health	California Medical Transcription
707-92/93	Public Health	Transcription Stat, Inc.

(A)(cont.)

May 3, 1993:

1. Contracts 705-92/93, 706-92/93 and 707-92/93 over to the meeting of May 17, 1993 at the request of the Department of Public Health.

2. Contract 699-92/93 over to the meeting of May 17, 1993 by Commission action.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: 1. Contract Number 699-92/93 over to the meeting of June 7, 1993 at the request of the Controller's Office.

2. Contract Numbers 705-92/93, 706-92/93 and 707-92/93 over to the meeting of June 7, 1993 at the request of the Department of Public Health.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1051-93)

NUMBER	DEPARTMENT	CONTRACTOR
727-92/93	Airport	DuDell Associates, Inc.
728-92/93	CAO	Ross Drulis & Assoc./Hood-Miller Assoc., A Joint Venture
729-92/93	City Attorney	Golden Gate University, New College of California, University of San Francisco, University of California Berkeley Boalt Hall
730-92/93	Commission on Status of Women	WOMAN, Inc.
731-92/93	Controller	Main Consulting
732-92/93	Controller	Melotech, Inc.
733-92/93	District Attorney	Mike Noonan
734-92/93	District Attorney	Informatix, Inc.
735-92/93	Mayor's Office	Career Resources Development Center
736-92/93	Mayor's Office	Bernal Gang Prevention/Youth Outreach Program

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
737-92/93	Port	Sedway & Associates
738-92/93	Port	Heidrick & Struggles
739-92/93	Public Utilities Commission	Hooper, Hooper, Owen & Gould
740-92/93	Public Utilities Commission	Manna Consultants, Inc.
741-92/93	Public Utilities Commission	Ronald Yoshiyama
742-92/93	Public Works	BWF Consulting Engineers
743-92/93	Public Works	Contractor to be Selected
744-92/93	Social Services	International Institute
745-92/93	Social Services	Audrey L. Smith Development Center, Inc.
746-92/93	Public Health	Bayview-Hunter's Point Foundation/American Indian AIDS Institute
747-92/93	Public Health	California Pacific Medical Center/Operation Concern
748-92/93	Public Health	California Prostitute Education Project (CAL-PEP)
749-92/93	Public Health	Central City Hospitality House
750-92/93	Public Health	Community United Against Violence (CUAV)
751-92/93	Public Health	18th Street Services
752-92/93	Public Health	Gay Asian Pacific Alliance Community HIV Project (GCHP)
753-92/93	Public Health	Glide Foundation
754-92/93	Public Health	Hispanic Headquarters Advertising

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
755-92/93	Public Health	Japanese Community Youth Council (JCYC)
756-92/93	Public Health	National Task Force on AIDS Prevention
757-92/93	Public Health	Planned Parenthood of Alameda/S.F.
758-92/93	Public Health	Polaris Research and Development
759-92/93	Public Health	S.F. Network Ministries/Tenderloin AIDS Resource Center
760-92/93	Public Health	San Francisco AIDS Foundation
761-92/93	Public Health	Regents of the University of California/AIDS Health Project
762-92/93	Public Health	Chronic Fatigue Immune Dysfunction Syndrome Foundation
763-92/93	Public Health	Genisys Decision Corporation
764-92/93	Public Health	Keye Productivity Center

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT SUMMARIES ARE FROM THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

NUMBER	DEPARTMENT	CONTRACTOR
765-92/93	Public Health	Audrey L. Smith Developmental Center, Inc.
766-92/93	Public Health	Bayview Hunter's Point Foundation
767-92/93	Public Health	California Medivan dba MV Transportation
768-92/93	Public Health	Catholic Charities of San Francisco
769-92/93	Public Health	Episcopal Community Services

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
770-92/93	Public Health	Instituto Familiar de la Raza

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: 1. Contracts Number 731-92/93 and 732-92/93 off calendar at the request of the Controller's Office.

2. Adopt staff report on remaining contracts; notify the offices of the Controller and the Purchaser.

(C) Request for temporary exempt status for Elections Workers in the Office of the Registrar of Voters. (File No. 4644-93)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; approve request to grant temporary exempt status to elections workers in the Office of the Registrar of Voters for the period from July 1, 1993 through June 30, 1994.

(D) Request for continuation of temporary exempt status for Class P-103 Special Duty (Per Diem) Nurse. (File No. 4645-93)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report.

(E) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 4636-93)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(F) Request from the Adult Probation Department to backdate limited tenure appointment in Class 8434 Supervising Adult Probation Officer. (File No. 4646-93)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report.

(G) Appeal of background rejection for Class H2 Firefighter by David K. Gordon. (File No. 3536-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993.

May 3, 1993: Over to the meeting of May 17, 1993 at the request of the San Francisco Fire Department.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Over to the meeting of June 7, 1993 at the request of the San Francisco Fire Department.

(H) Proposed amendment to Civil Service Commission Rule 22 - Leaves of Absence, to provide for the imposition of Unpaid Administrative Leave (Furlough). (File No. 6461-92)

March 15, 1993: Post an amendment to Civil Service Commission Rule 22 to include:

In no event shall furlough be imposed upon an employee for more than four (4) days in any three (3) month period or ten (10) days in any fiscal year. <u>Voluntary time off not to exceed a total of five (5) days per quarter or ten (10) days per year, approved pursuant to section B "Voluntary Unpaid Time Off", shall be credited toward the maximum number of furlough days which may be imposed pursuant to this rule.</u> (Vote of 5 to 0.)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt.

REGULAR CALENDAR

IN-SERVICE MATTERS

(6) Appeal of hiring procedures in Class 8228 Senior Museum Guard by Diane Jaros. (File No. 4554-93)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of Local 790.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; deny appeal of Diane Jaros.

(7) Appeal of the decision of the General Manager, Personnel to deny the request by Melvin Love for an administrative appeal. (File No. 4589-93)

May 3, 1993: Over to the meeting of May 17, 1993 at the request of staff.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; deny appeal of Melvin Love for an administrative appeal; sustain the decision of the General Manager, Personnel

EXAMINATION MATTERS

(8) Appeal of staff's denial of protest regarding the performance exercise examination for Class 7355 Truck Driver. (File No. 3769-92)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of the appellant's attorney.

May 3, 1993: Over to the meeting of May 17, 1993 at the request of the appellant's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; deny appeal of Mohamed M. Dastghaib.

(9) Appeal of the staff's decision to reject the application of Robert Alan Mansfield for the position of Class 1426 Senior Clerk Typist. (File No. 3062-93)

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report. Deny appeal of Robert Alan Mansfield.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - MAY 25, 1993

PART II - 3:30 p.m.

SEPARATIONS FROM THE SERVICE

(10) ROLL CALL AND CONTINUANCES: 3:30 p.m. CALENDAR.

As soon after 3:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(11) Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at Ms. Hawkins' request.

May 3, 1993: Over to the meeting of May 17, 1993 at Ms. Hawkins' request.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Over to the meeting of June 7, 1993 at the request of Ms. Hawkins' attorney.

APPEAL OF AUTOMATIC RESIGNATION

(12) Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

(13) Michael L. Smith, 8207 Building and Grounds Patrol Officer, 1/E-6, War Memorial and Performing Arts Center, 4/5/93.

May 3, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Smith's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Recommendation of the War Memorial and Performing Arts Center:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the War Memorial and Performing Arts Center.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(14) Gina M. Nunez-Stever, 2940 Child Welfare Worker, 35/E-53, Department of Social Services, Family and Children Services, 4/2/93.

May 3, 1993: Over to the meeting of May 17, 1993 at the joint request of Ms. Nunez-Stever and the Department of Social Services.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Rec: Over to the meeting of June 7, 1993 at the request of Local 535.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(15) Isaac M. Wolridge, 9163 Transit Operator, 245/E-133, Public Utilities Commission, San Francisco Municipal Railway, 4/8/93.

May 17, 1993: Meeting cancelled due to lack of quorum.

Recommendation of the Public Utilities Commission:

No future employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(16) Rosa Armas, 4321 Cashier II, 17/CPE-2, Department of Parking and Traffic, Residential Parking, 4/22/93.

Rec: Off calendar at the request of the Civil Service Commission Equal Employment Opportunity/Affirmative Action Unit.

RESIGNATION - SERVICES UNSATISFACTORY

(17) Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93.

March 15, 1993:	Over to the meeting of April 19, 1993 at the request of Local 3.
April 19, 1993:	Over to the meeting of May 3, 1993 at the request of Local 3.
May 3, 1993:	Over to the meeting of May 17, 1993 due to department's failure to attend.
May 17, 1993:	Meeting cancelled due to lack of a quorum.

Recommendation of the Sheriff's Office:

Accept the resignation as certified. Not to be employed again by the Sheriff's Office.

DISMISSAL OF PERMANENT EMPLOYEE

(18) Michael Butler, 7514 General Laborer, 78/E-7, Department of Public Works, Street Cleaning/Forestry, 1/28/93.

April 5, 1993:	Meeting cancelled due to lack of a quorum.
April 19, 1993:	Over to the meeting of May 17, 1993 at Mr. Butler's Request.
May 17, 1993:	Meeting cancelled due to lack of a quorum.

Recommendation of the Department of Public Works:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

(19) Noy Avila, 9163 Transit Operator, 21/E-115, Public Utilities Commission, San Francisco Municipal Railway, 2/26/93.

May 17, 1993: Meeting cancelled due to lack of a quorum.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

(20) GENERAL MANAGER'S REPORT.

(21) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(22) ADJOURNMENT.

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6/7/93

DOCUMENTS DEPT.
JUN 3 1993
SAN FRANCISCO
PUBLIC LIBRARY

City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
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JUNE 7, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 2:30 p.m.

APPEALS BY FIREFIGHTER AND POLICE OFFICER CANDIDATES

PART III, 3:30 p.m.

SEPARATIONS FROM THE SERVICE

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

t is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written eport prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil ervice Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If racticable, copies of such reports will be provided to authorized departmental and employee organization epresentatives upon request.

ll written material to be considered by the Commission in support of an agenda item shall be submitted to the ssistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission neeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the neeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests nust be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance hat has been administratively denied immediately following the "Announcement of Changes" at the beginning f the meeting.

equests to hear items out of order and for private hearings are to be directed to the President at the beginning f each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, he President will determine the order in which the sessions will be heard.

rocedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party uring its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All ommission hearings in disputed matters shall conform to the following procedures:

onsent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by epartmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted speak.

egular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and sponse by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

eparation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended y the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

esentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless tended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

buttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other de.

Disability Access

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.

City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving this location are the #5, #21, #47, and #49. The wheelchair accessible MUNI line is the #42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.

There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:

For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

In order to allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting, individuals are requested to refrain from wearing perfume or other scented products.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 7, 1993

PART I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

A. Special Meeting of May 25, 1993 (2:30 p.m.)

B. Special Meeting of May 25, 1993 (3:00 p.m.)

(4) ELECTION OF OFFICERS.

(5) ANNOUNCEMENTS.

A. Cancellation of July 5, 1993 meeting.

B. Executive Session, June 7, 1993.

CONSENT CALENDAR

(6) CONSENT CALENDAR ITEMS A THROUGH K.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1041-93)

NUMBER	DEPARTMENT	CONTRACTOR
609-92/93	Juvenile Probation	Bayview Hunter's Point Foundation
618-92/93	Juvenile Probation	Real Alternatives Program

(A)(cont.)

April 19, 1993: Contracts Numbers 609 and 618-92/93 off calendar at the request of the Juvenile Probation Department.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1046-93)

NUMBER	DEPARTMENT	CONTRACTOR
699-92/93	Controller	Nydell Technical Communications
705-92/93	Public Health	Bay Area Medical Transcription
706-92/93	Public Health	California Medical Transcription
707-92/93	Public Health	Transcription Stat, Inc.

May 3, 1993:

1. Contracts 705-92/93, 706-92/93 and 707-92/93 over to the meeting of May 17, 1993 at the request of the Department of Public Health.

2. Contract 699-92/93 over to the meeting of May 17, 1993 by Commission action.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993:

1. Contract Number 699-92/93 over to the meeting of June 7, 1993 at the request of the Controller's Office.

2. Contract Numbers 705-92/93, 706-92/93 and 707-92/93 over to the meeting of June 7, 1993 at the request of the Department of Public Health.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Review of requests for approval of proposed personal services contracts. (File No. 1051-93)

NUMBER	DEPARTMENT	CONTRACTOR
731-92/93	Controller	Main Consulting
732-92/93	Controller	Melotech, Inc.
733-92/93	District Attorney	Mike Noonan
734-92/93	District Attorney	Informatix, Inc.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993:

1. Contracts Number 731-92/93 and 732-92/93 over to the meeting of June 7, 1993 at the request of the Controller's Office.

2. Contracts Number 733-92/93 and 734-92/93 over to the meeting of June 7, 1993 at the request of the District Attorney's Office.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(D) Review of requests for approval of proposed personal services contracts, Commission on the Aging. (File No. 1060-93)

NUMBER	DEPARTMENT	CONTRACTOR
771-92/93	Commission on the Aging	Asian Law Caucus
772-92/93	Commission on the Aging	Bayview Hunters Point Multipurpose Center
773-92/93	Commission on the Aging	Bernal Heights Community Foundation
774-92/93	Commission on the Aging	CPMC 30th Street Center
775-92/93	Commission on the Aging	Catholic Charities
776-92/93	Commission on the Aging	Centro Latino De San Francisco, Inc.
777-92/93	Commission on the Aging	Church of the Advent
778-92/93	Commission on the Aging	Episcopal Community Service-Canon Kip

(D)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
779-92/93	Commission on the Aging	Family Service Agency
780-92/93	Commission on the Aging	Filipino American Council
781-92/93	Commission on the Aging	Golden Gate Senior Services
782-92/93	Commission on the Aging	Independent Housing Services
783-92/93	Commission on the Aging	In-Home Supportive Services Consortium (IHSS)
784-92/93	Commission on the Aging	John King Senior Center
785-92/93	Commission on the Aging	Korean Center, Inc.
786-92/93	Commission on the Aging	Kimochi, Inc.
787-92/93	Commission on the Aging	Legal Assistance to the Elderly
788-92/93	Commission on the Aging	Meals on Wheels
789-92/93	Commission on the Aging	Mission Community Legal Defense, Inc.
790-92/93	Commission on the Aging	Mission Neighborhood Centers, Inc.
791-92/93	Commission on the Aging	North of Market Senior Services
792-92/93	Commission on the Aging	Northern California Presbyterian Homes (NCPH)
793-92/93	Commission on the Aging	Operation Concern
794-92/93	Commission on the Aging	Reality House West
795-92/93	Commission on the Aging	Russian American Community Services
796-92/93	Commission on the Aging	The Salvation Army

(D)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
797-92/93	Commission on the Aging	S.F. Institute on Aging
798-92/93	Commission on the Aging	S.F. Senior Center-Downtown Branch
799-92/93	Commission on the Aging	S.F. Suicide Prevention, Inc.
800-92/93	Commission on the Aging	Self-Help for the Elderly
801-92/93	Commission on the Aging	United Jewish Community Center
802-92/93	Commission on the Aging	The United Way Adult Day Health Care Network
803-92/93	Commission on the Aging	Visitacion Valley Community Center
804-92/93	Commission on the Aging	Western Addition Senior Citizens Service Center
805-92/93	Commission on the Aging	Y.M.C.A. of San Francisco
806-92/93	Commission on the Aging	CPMC Senior Services
807-92/93	Commission on the Aging	Centro Latino De San Francisco
808-92/93	Commission on the Aging	Church of the Advent
809-92/93	Commission on the Aging	Filipino-American Council of S.F.
810-92/93	Commission on the Aging	Korean Center, Inc.
811-92/93	Commission on the Aging	Meals on Wheels of San Francisco, Inc.
812-92/93	Commission on the Aging	Northern California Presbyterian Homes
813-92/93	Commission on the Aging	Russian American Community Services

(D)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
814-92/93	Commission on the Aging	Salvation Army
815-92/93	Commission on the Aging	Self-Help for the Elderly
816-92/93	Commission on the Aging	United Jewish Community Center
817-92/93	Commission on the Aging	Western Addition Senior Citizens Service Center
818-92/93(A)	Commission on the Aging	Teresa Doksum
818-92/93(B)	Commission on the Aging	Kimochi, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(E) Review of requests for approval of proposed personal services contracts, Department of Public Health. (File No. 1061-93)

NUMBER	DEPARTMENT	CONTRACTOR
819-92/93	Public Health	AIDS Benefit Counselors
820-92/93	Public Health	Black Coalition on AIDS
821-92/93	Public Health	California Pacific Medical Center/ Visiting Nurses and Hospice of S.F.
822-92/93	Public Health	Catholic Charities of San Francisco
823-92/93	Public Health	Mission Neighborhood Health Center
824-92/93	Public Health	National Task Force on AIDS Prevention (EACH Program)
825-92/93	Public Health	Project Open Hand

(E)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
826-92/93	Public Health	Regents of the University of California/AIDS Health Project
827-92/93	Public Health	S.F. AIDS Foundation
828-92/93	Public Health	S.F. AIDS Foundation
829-92/93	Public Health	Margo Okazawa-Rey, Ed.D.
830-92/93	Public Health	Shanti Project
831-92/93	Public Health	Capital Inventory, Inc.
832-92/93	Public Health	Continuum: HIV Day Services
833-92/93	Public Health	Baker Places, Inc.
834-92/93	Public Health	Haight Ashbury Free Clinics, Inc.
835-92/93	Public Health	Iris Center: Women's Counseling and Recovery Services
836-92/93	Public Health	Professional Management Development Corporation
837-92/93	Public Health	The Salvation Army, A California Corp.
838-92/93	Public Health	University of California/Program for AIDS Counseling & Education
839-92/93	Public Health	Walden House, Inc.

(E)(cont.)

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACTS ARE FROM THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING.

NUMBER	DEPARTMENT	CONTRACTOR
840-92/93	Public Health	Arriba Juntos/Instituto for the Arts of Living
841-92/93	Public Health	Baker Places, Inc.
842-92/93	Public Health	California Pacific Medical Center
843-92/93	Public Health	Conard House, Inc.
844-92/93	Public Health	Crestwood Hospitals, Inc.
845-92/93	Public Health	Edgewood Children's Center
846-92/93	Public Health	Family Service Agency of S.F.
847-92/93	Public Health	Harbor Hills
848-92/93	Public Health	MSC Psychiatric Services Corp.
849-92/93	Public Health	Mental Health Management I, Inc.
850-92/93	Public Health	North of Market Senior Services
851-92/93	Public Health	Oakes Children's Center, Inc.
852-92/93	Public Health	Patients Rights Advocacy Services, Inc.
853-92/93	Public Health	Progress Foundation
854-92/93	Public Health	Ramsell Corporation
855-92/93	Public Health	Recreation Center for the Handicapped, Inc.

(E)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
856-92/93	Public Health	Regents of the University of California - Center on Deafness
857-92/93	Public Health	Regents of the University of California - Department of Psychiatry (SFGH)
858-92/93	Public Health	Regents of the University of California - Langley Porter Hospital
859-92/93	Public Health	Richmond Area Multi-Services, Inc.
860-92/93	Public Health	St. Francis Memorial Hospital
861-92/93	Public Health	St. Mary's Hospital & Medical Center
862-92/93	Public Health	St. Mary Pharmacy Management Services
863-92/93	Public Health	S.F. Drug Abuse Advisory Board, Inc.
864-92/93	Public Health	S.F. Mental Health Education Funds, Inc.
865-92/93	Public Health	S.F. Mental Health Education Funds, Inc.
866-92/93	Public Health	S.F. Suicide Prevention, Inc.
867-92/93	Public Health	San Jose Care & Guidance Center - Beverly California Corporation

(E)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
868-92/93	Public Health	County of San Mateo, Division of Mental Health Services
869-92/93	Public Health	Swords to Plowshares
870-92/93	Public Health	Volunteer Center of San Francisco
871-92/93	Public Health	Westside Community Mental Health Center, Inc.
872-92/93	Public Health	Baker Places, Inc.
873-92/93	Public Health	Bay Area Addiction, Research and Treatment, Inc.
874-92/93	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc.
875-92/93	Public Health	Chemical Awareness & Treatment Services, Inc.
876-92/93	Public Health	Friendship House Association of American Indians, Inc.
877-92/93	Public Health	Haight Ashbury Free Clinics, Inc.
878-92/93	Public Health	St. Vincent de Paul Society of S.F.
879-92/93	Public Health	The Salvation Army, A California Corp.
880-92/93	Public Health	Westside Community Mental Health Center, Inc.
881-92/93	Public Health	Women's Alcoholism Center, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(F) Review of requests for approval of proposed personal services contracts. (File No. 1062-93)

NUMBER	DEPARTMENT	CONTRACTOR
882-92/93	Controller	Akire Corporation
883-92/93	Controller	Owens Information Systems, Inc.
884-92/93	Controller	Trident Services
885-92/93	Convention Facilities	S.F. Convention & Visitors Bureau
886-92/93	Convention Facilities	Wallace Mah & Louie
887-92/93	County Clerk/Recorder	Brown's River Bindery, Inc.
888-92/93	Juvenile Probation	Law Enforcement Psychological Services
889-92/93	Juvenile Probation	Potrero Hill Neighborhood House
890-92/93	Mayor's Office	California Lawyers for the Arts
891-92/93	Mayor's Office	Bay Area Urban League
892-92/93	Mayor's Office	Polaris Research & Development
893-92/93	Police	Tiburon, Inc.
894-92/93	Police	Wayne Papy
895-92/93	Port	Dowd Relations
896-92/93	Port	Smith, Dawson & Andrews
897-92/93	Port	Grand World Shipping Agencies, Inc. (Taipei)
898-92/93	Port	Masahiko Iwashita (Tokyo)
899-92/93	Port	Trade Reps Ltd. (Chicago)

(F)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
900-92/93	Port	Journal of Commerce (JOC)
901-92/93	Port	Trade Reporting and Data Exchange, Inc. (TRADE)
902-92/93	Port	Winzler & Kelley/AGS, A Joint Venture
903-92/93	Public Works	Technical Design Studio
904-92/93	Public Works	Suzanne Couture
905-92/93	Public Works	Mori Hatsushi & Assoc.
906-92/93	Public Works	Reed Corp.
907-92/93	S.F. Community College District	James Chin
908-92/93	Social Services	Central City Hospitality House
909-92/93	Social Services	S.F. Unified School District
910-92/93	Social Services	Family Support Services of the Bay Area

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(G) Classification of positions in various City departments. (File No. 1065-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Social Services	4	A627 Income Maintenance Specialist (Sch. 56.5 $1443B1748)	2913 Program Specialist (Sch. 57.5 $1513B1835)

(G)(cont.)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Public Health/ Central Office	1	1824 Principal Administrative Analyst (Sch. 64.7 $2145B2607)	Same
	1	1866 Systems & Procedures Analyst (Sch. 65.7 $2252B2737)	1823 Senior Administrative Analyst (Sch 61.5 $1835B2230)
Public Works	1	6334 Chief Building Inspector (Sch. 67.8 $2496B3035)	Same
	4	A894 Wastewater Control Inspector ($2094B$2094)	Establish Class 6115 Wastewater Control Inspector (J, Sch. 60.2 $1723B2094) Draft class specification as detailed in the staff report.
	1	AA25 Senior Administrative Coordinator (Sch. 63.0 $1975B2401)	Establish Class 1827 Administrative Services Manager (J, Sch. 61.5 $1835B2230) Draft class specification as detailed in the staff report.

Department	Consolidate Subject Classes
Public Works	5178 Assistant Superintendent, Property Conservation (Sch. 69.0 $2647B3217)
	5179 Assistant Superintendent, Building Inspection Administration (Sch. 69.0 $2647B3217)

(G)(cont.)

Recommendations

1. Consolidate the duties of Class 5179 Assistant Superintendent, Building Inspection Administration (Sch. 69.0 $2647B3217) with Class 5178 Assistant Superintendent, Property Conservation (Sch. 69.0 $2647B3217).

2. Allocate two positions in Class 5178 to Class 5179.

3. Classify 5 positions to Class 5179.

4. Retitle and amend the class specification for Class 5179 from Assistant Superintendent, Building Inspection Administration to Assistant Superintendent, Building Inspection. (Draft class specification as detailed in the staff report).

5. Grant status in Class 5179 Assistant Superintendent, Building Inspection to permanent incumbents in Class 5178 Assistant Superintendent, Property Conservation.

6. Grant rights to eligibles on the following lists for certification to requisitions in Class 5179:

   5178 Assistant Superintendent, Property Conservation

   #CPE-2 (A. Property Conservation)
   #CPE-3 (B. Permit Processing and Issuance)

   5179 Assistant Superintendent, Building Inspection Administration

   #CPE-3 (A. Construction Inspection)
   #CPE-4 (B. Mechanical Inspection)
   #CPE-5 (C. Management & Fiscal Administration)

7. Abolish Class 5178 Assistant Superintendent, Property Conservation.

ABOLISH THE FOLLOWING OBSOLETE CLASSIFICATIONS:

A023 Records Manager

A894 Wastewater Control Inspector

1825 Management Analyst

AA25 Senior Administrative Coordinator

Rec: Adopt staff report.

(H) Requests for appointment above the entrance rate for various employees. (File No. 2118-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Danilo Bantasy 1874 Senior Programmer Analyst	Controller	5	5
William Laws 1841 Rate Administrator	Public Utilities Commission	5	5
Annette Taylor 1444 Secretary I	Public Utilities Commission	3	3
Andrew Maloney 5260 Architectural Assistant I	Public Works	5	5
Lurene Reynolds 2973 Assistant General Manager, Family and Children's Services	Social Services	3	3

Rec: Adopt staff report.

(I) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2117-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(J) Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (File No. 4367-93)

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 3, 1993 at the request of staff.

May 3, 1993: Over to the meeting of June 7, 1993 at the request of staff.

Rec: Off calendar pending completion of the meet and confer/consultation process.

(K) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 4716-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR CALENDAR

COMPENSATION MATTERS

(7) Report regarding proposed new benchmark of Class 3417 Gardener for Fiscal Year 1993-94. (File No. 2122-93)

Open for discussion.

(8) Report regarding proposed new benchmark of Class 6331 Building Inspector for Fiscal Year 1993-94. (File No. 2123-93)

Open for discussion.

IN-SERVICE MATTERS

(9) Appeal of hiring procedures in Class 8228 Senior Museum Guard by Diane Jaros. (File No. 4554-93)

May 3, 1993:	Over to the meeting of May 17, 1993 at the request of Local 790.
May 17, 1993:	Meeting cancelled due to lack of a quorum.
May 25, 1993:	Over to the meeting of June 7, 1993 at the request of Local 790.

Rec: Adopt staff report; deny appeal of Diane Jaros.

(10) Appeal of the decision of the General Manager, Personnel to deny the request by Melvin Love for an administrative appeal. (File No. 4589-93)

May 3, 1993:	Over to the meeting of May 17, 1993 at the request of staff.
May 17, 1993:	Meeting cancelled due to lack of a quorum.
May 25, 1993:	Over to the meeting of June 7, 1993 at the request of Local 3.

Rec: Adopt staff report; deny appeal of Melvin Love for an administrative appeal; sustain the decision of the General Manager, Personnel

(11) Appeal of decision of the General Manager, Personnel to deny the request by Natasha Gorbatenko to backdate seniority in Class 2846 Nutritionist. (File No. 4512-93)

April 19, 1993: Over to the meeting of May 3, 1993 by Commission action.

May 3, 1993: Over to the meeting of June 7, 1993 at the joint request of the Civil Service Commission and Ms. Gorbatenko's attorney.

Rec: Adopt staff report; deny appeal of Natasha Gorbatenko to backdate seniority in Class 2846. Sustain the decision of the General Manager, Personnel.

(12) Authorization for a flexible policy on temporary exchanges ("TXing") of budgeted positions. (File No. 1070-93)

Rec: Adopt staff report; authorize the General Manager, Personnel to formalize a temporary exchange policy ("TX") that allows departments to use positions in classes other than the ones budgeted, subject to the requirements detailed in the staff report.

CIVIL SERVICE COMMISSION

REGULAR MEETING - JUNE 7, 1993

PART II - 2:30 p.m.

APPEALS BY FIREFIGHTER AND POLICE OFFICER CANDIDATES

(13) ROLL CALL AND CONTINUANCES: 2:30 p.m. CALENDAR.

As soon after 2:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(14) Appeal of background rejection for Class H2 Firefighter by David K. Gordon. (File No. 3536-93)

April 5, 1993:	Meeting cancelled due to lack of a quorum.
April 19, 1993:	Over to the meeting of May 3, 1993.
May 3, 1993:	Over to the meeting of May 17, 1993 at the request of the San Francisco Fire Department.
May 17, 1993:	Meeting cancelled due to lack of quorum.
May 25, 1993:	Over to the meeting of June 7, 1993 at the request of the San Francisco Fire Department.

Rec: Adopt staff report; deny appeal of David K. Gordon; sustain the decision of the Chief of the San Francisco Fire Department.

(15) Appeal of background rejection for Class Q2 Police Officer by Elysa B. Lueras. (File No. 3137-93)

Rec: Adopt staff report; deny appeal of Elysa B. Lueras; sustain the decision of the Chief of Police.

(16) Appeal of background rejection for Class Q2 Police Officer by Michael McPartlan. (File No. 3138-93)

Rec: Adopt staff report; deny appeal of Michael McPartlan; sustain the decision of the Chief of Police.

(17) Appeal of background rejection for Class Q2 Police Officer by Noelle T. Nelson. (File No. 3140-93)

Rec: Adopt staff report; deny appeal of Noelle T. Nelson; sustain the decision of the Chief of Police.

(18) Appeal of background rejection for Class Q2 Police Officer by Robert S. Rood. (File No. 3139-93)

Rec: Adopt staff report; deny appeal of Robert S. Rood; sustain the decision of the Chief of Police.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 7, 1993

PART III - 3:30 p.m.

SEPARATIONS FROM THE SERVICE

(19) ROLL CALL AND CONTINUANCES: 3:30 p.m. CALENDAR.

As soon after 3:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(20) Kay M. Hawkins, 4212 Chief, Technical and Assessment Services, 2/CPE-1, Assessor's Office, 2/17/93.

April 5, 1993:	Meeting cancelled due to lack of a quorum.
April 19, 1993:	Over to the meeting of May 3, 1993 at Ms. Hawkins' request.
May 3, 1993:	Over to the meeting of May 17, 1993 at Ms. Hawkins' request.
May 17, 1993:	Meeting cancelled due to lack of a quorum.
May 25, 1993:	Over to the meeting of June 7, 1993 at the request of Ms. Hawkins' attorney.

Recommendation of the Assessor's Office:

Approve the separation. Reinstate to a position in the class from which promoted (Class 4203 Senior Assessment Clerk).

APPEAL OF AUTOMATIC RESIGNATION

(21) Michael L. Smith, 8207 Building and Grounds Patrol Officer, 1/E-6, War Memorial and Performing Arts Center, 4/5/93.

May 3, 1993:	Over to the meeting of May 17, 1993 at the request of Mr. Smith's attorney.
May 17, 1993:	Meeting cancelled due to lack of a quorum.
May 25, 1993:	Over to the meeting of June 7, 1993 at the request of Mr. Smith's attorney.

Recommendation of the War Memorial and Performing Arts Center:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the War Memorial and Performing Arts Center.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(22) Gina M. Nunez-Stever, 2940 Child Welfare Worker, 35/E-53, Department of Social Services, Family and Children Services, 4/2/93.

May 3, 1993:	Over to the meeting of May 17, 1993 at the joint request of Ms. Nunez-Stever and the Department of Social Services.
May 17, 1993:	Meeting cancelled due to lack of a quorum.
May 25, 1993:	Over to the meeting of June 7, 1993 at the request of Local 535.

Recommendation of the Department of Social Services:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Not to be employed again by the Department of Social Services. Future employment in any position in the 2900 series classes.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(23) Lawrence J. Willis, 9209 Airport Police Service Aide, 5/E-2, Airports Commission, 4/28/93.

Recommendation of the Airports Commission:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Airports Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(24) Isaac M. Wolridge, 9163 Transit Operator, 245/E-133, Public Utilities Commission, San Francisco Municipal Railway, 4/8/93.

May 17, 1993: Meeting cancelled due to lack of quorum.

May 25, 1993: Over to the meeting of June 7, 1993 at Mr. Wolridge's request.

Recommendation of the Public Utilities Commission:

Dismiss from the City and County Service. No future employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(25) Jennifer Quilici, 9209 Airport Police Service Aide, 43/E-2, Airports Commission, 5/14/93.

Recommendation of the Airports Commission:

Dismiss from the City and County Service. Not to be employed again by the Airports Commission.

RESIGNATION - SERVICES UNSATISFACTORY

(26) Homer E. Reed, 8304 Deputy Sheriff, 12/E-9, Sheriff's Office, 2/10/93.

March 15, 1993:	Over to the meeting of April 19, 1993 at the request of Local 3.
April 19, 1993:	Over to the meeting of May 3, 1993 at the request of Local 3.
May 3, 1993:	Over to the meeting of May 17, 1993 due to department's failure to attend.
May 17, 1993:	Meeting cancelled due to lack of a quorum.
May 25, 1993:	Over to the meeting of June 7, 1993 at the request of Local 3.

Recommendation of the Sheriff's Office:

Accept the resignation as certified. Not to be employed again by the Sheriff's Office.

RESIGNATION - SERVICES UNSATISFACTORY

(27) Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93.

Recommendation of the San Francisco Unified School District:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and medical clearance by a Civil Service designated physician. Not to be employed again by the San Francisco Unified School District.

(28) GENERAL MANAGER'S REPORT.

(29) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(30) ADJOURNMENT.

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#4
6/21/93

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

DOCUMENTS DEPT
JUN 17 1993
SAN FRANCISCO
PUBLIC LIBRARY

JUNE 21, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2:00 p m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

Cleo Donovan, President
Emi R. Uyehara, Vice President
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Juan Rios, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

CIVIL SERVICE COMMISSION

NOTICE

CITY AND COUNTY OF SAN FRANCISCO

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Disability Access

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.

City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving this location are the #5, #21, #47, and #49. The wheelchair accessible MUNI line is the #42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.

There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:

For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

In order to allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting, individuals are requested to refrain from wearing perfume or other scented products.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 21, 1993

PART I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of June 7, 1993.

(4) ANNOUNCEMENTS.

Executive Session, June 21, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH F.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1072-93)

NUMBER	DEPARTMENT	CONTRACTOR
911-92/93	Airport	Virginia Sunday
912-92/93	Airport	Shelly Dowell
913-92/93	Airport	Teresa Grana
914-92/93	Art Commission	Balloon Madness
915-92/93	Art Commission	S.F. Symphony
916-92/93	Art Commission	Emmanuel Montoya
917-92/93	Commission on Aging	Calvin Y. Louie, C.A.O.

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
918-92/93	Commission on Aging	Center for Elderly Suicide Prevention
919-92/93	Fire	Wes Valentine
920-92/93	Fire	Health Check, Davies Medical Center
921-92/93	Health Service System	Health Care Evaluating, Inc.
922-92/93	Health Service System	Rael & Letson
923-92/93	Human Rights Commission	S.F. Intergroup Clearinghouse, Inc.
924-92/93	Human Rights Commission	Polaris Research and Development, Inc.
925-92/93	Mayor's Office	S.F. Unified School District Nutrition Services
926-92/93	Mayor's Office	Sojourner Truth Foster Family Agency, Inc.
927-92/93	Mayor's Office	Filipino-American Employment and Training
928-92/93	Mayor's Office	Korean-American Development Corporation
929-92/93	Mayor's Office	S.F. Senators
930-92/93	Public Health	Chase Correctional Medical Division
931-92/93	Public Health	Informatix, Inc.
932-92/93	Public Health	Various - See List
933-92/93	Public Works	Bay Area Landscaping Frank & Grossman

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
934-92/93	Public Works	Brighter Images/E2
935-92/93	Public Utilities Commission	JRP Historical Consulting Services
936-92/93	Purchasing	Mardave Compu, Inc.
937-92/93	Recreation and Park	Careers Abound
938-92/93	Retirement	Axe-Houghton Associates
939-92/93	Retirement	Bankers Trust Company
940-92/93	Retirement	Barra & Associates
941-92/93	Retirement	Brinson Partners, Inc.
942-92/93	Retirement	Callan & Associates
943-92/93	Retirement	Capital Guardian Trust Co.
944-92/93	Retirement	Dietche & Field Advisers, Inc.
945-92/93	Retirement	Hanson Investment Management Co.
946-92/93	Retirement	Lehman Ark Management Co.
947-92/93	Retirement	Lewis, Bailey Associates, Inc.
948-92/93	Retirement	MacKay Shields Financial Corporation
949-92/93	Retirement	McCullough, Andrews & Cappiello, Inc.
950-92/93	Retirement	Nicholas-Applegate Capital Management
951-92/93	Retirement	Oechsle International Advisors

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
952-92/93	Retirement	Provident Investment Counsel
953-92/93	Retirement	RCM Capital Management
954-92/93	Retirement	Reviewco
955-92/93	Retirement	Scudder, Stevens & Clark
956-92/93	Retirement	TCW Asset Management Co.
957-92/93	Retirement	T.P.F. & C. Consulting Actuaries
958-92/93	Retirement	The Townsend Group
959-92/93	Retirement	Warburg Investment Management International
960-92/93	Retirement	Alexander & Alexander
961-92/93	S.F. Community College District	To Be Determined
962-92/93	S.F. Community College District	Asbestos Advisory Association
963-92/93	S.F. Community College District	Acres Engineering
964-92/93	Social Services	Travelers Aid S.F. (Family/Childcare Center)
965-92/93	Social Services	Tenderloin Housing Clinic, Inc.
966-92/93	Social Services	Catholic Charities (Guerrero House Jelani House/Family)
967-92/93	Social Services	San Francisco Educational Services
968-92/93	Social Services	American Red Cross, Golden Gate Chapter

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
969-92/93	Social Services	Conard House, Inc.
970-92/93	Sheriff	Bethann Brown
971-92/93	Sheriff	Jelani House-Catholic Charities
972-92/93	Sheriff	Liberation House
973-92/93	Sheriff	Asian American Residential Recovery Services
974-92/93	Superior Court	S.F. Youth Courts, Inc.
975-92/93	Superior Court	S.F. Bar Association Volunteer Legal Services Program
976-92/93	Superior Court	Kid's Turn

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of various positions under "Express Position Classification Program." (File No. 1068-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Social Services	2	2904 Social Service Technician	Same
PUC/Water	1	1478 Senior Water Services Clerk	Same

Rec: Adopt staff report.

(C) Requests for appointment above the entrance rate for various employees. (File No. 2127-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Susan Harole 3630 Librarian I	Public Library	4	4
Rosie Scott 1446 Secretary II	Public Library	5	5
Janet Woodbury 1424 Clerk Typist	Airport	2	2
Meredith Macleod 2548 Occupational Therapist	Public Health	5	5
Gene O'Connell 2148 Senior Associate Administrator	Public Health	3	3
David Counter A610 Director, MIS	Public Health	5	5
Lisa Pascual, M.D. 2230 Physician Specialist (Physiatrist Specialty)	Public Health	5	5

Rec: Adopt staff report.

(D) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2128-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(E) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 4783-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(F) Appeal of background rejection for Class Q2 Police Officer by Robert S. Rood. (File No. 3139-93)

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Rood's attorney.

Rec: Over to the meeting of July 19, 1993 at the request of the San Francisco Police Department.

REGULAR CALENDAR

CLASSIFICATION MATTERS

(6) Request to establish a conditional waiver for "African American Health Service Specialist" (AAHSS). (File No. 1074-93)

Rec: Adopt staff report.

1. Approve the concept of an "African American Health Services Specialist" (AAHSS) conditional waiver.

2. Hold requests to approve the use of the "African American Health Services Specialist" conditional waiver on specific positions until training, testing and evaluation of the waiver are established.

3. Advise the Department of Public Health to notify staff when procedures for training, testing and evaluation of the "African American Health Services Specialist" conditional waiver are established, and qualified incumbents may be assigned to identified positions.

IN-SERVICE MATTERS

(7) Appeal of the decision of the General Manager, Personnel by Theodore Streleski to remove name from the list of eligibles for Class 7430 Assistant Electronic Maintenance Technician. (File No. 4792-93)

Rec: Adopt staff report; deny appeal of Theodore Streleski; sustain the decision of the General Manager, Personnel.

EXAMINATION MATTERS

(8) Request that Classes 8442 Senior Probation Officer, and 8434 Supervising Probation Officer, Adult Probation, be issued on a Promotive Only basis. (File No. 3070-93)

Rec: Adopt staff report; deny appeals.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 21, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(9) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

(10) Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93.

April 5, 1993:	Meeting cancelled due to lack of a quorum.
April 19, 1993:	Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.
May 17, 1993:	Meeting cancelled due to lack of a quorum.
May 25, 1993:	Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

Rec: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(11) Lawrence J. Willis, 9209 Airport Police Service Aide, 5/E-2, Airports Commission, 4/28/93.

June 7, 1993: Over to the meeting of June 21, 1993 at the request of the Airports Commission.

Rec: Off calendar at the request of the Airports Commission.

RESIGNATION - SERVICES UNSATISFACTORY

(12) Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93.

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Gumban's representative.

Recommendation of the San Francisco Unified School District:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and medical clearance by a Civil Service designated physician. Not to be employed again by the San Francisco Unified School District.

(13) Keith Willis, 7372 Stationary Engineer, Sewage Plant, 31/E-32, Department of Public Works, 12/29/92.

Rec: Over to the meeting of September 20, 1993 at Mr. Willis' request.

(14) GENERAL MANAGER'S REPORT.

A. Managerial Performance Appraisal Revision.

(15) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

EXAMINATION MATTERS (cont.)

SPECIAL ORDER OF BUSINESS - CLOSED SESSION

(16) The following matter will be heard by the Commission in closed session upon conclusion of all other matters on the June 21 agenda, but no earlier than 3:30 p.m.

Appeal of staff denials of protests on key answers for the examination for Classes 9141 Transit Manager II and 9140 Transit Manager I. (File No. 3615-93)

Rec: Adopt staff report; deny appeals of Ernest Condon, Thomas Davis, Kermit Garnes and Governor Johnson.

(17) ADJOURNMENT

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6/30/93

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PUBLIC LIBRARY

City and County of San Francisco
Civil Service Commission

SPECIAL MEETING AGENDA

JUNE 30, 1993

ROOM 2C (Basement) CITY HALL

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Disability Access

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.

City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving this location are the #5, #21, #47, and #49. The wheelchair accessible MUNI line is the #42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.

There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:

For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

In order to allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting, individuals are requested to refrain from wearing perfume or other scented products.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - JUNE 30, 1993

PART I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of June 7, 1993.

(4) ANNOUNCEMENTS.

Executive Session, June 30, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH F.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1072-93)

NUMBER	DEPARTMENT	CONTRACTOR
911-92/93	Airport	Virginia Sunday
912-92/93	Airport	Shelly Dowell
913-92/93	Airport	Teresa Grana
914-92/93	Art Commission	Balloon Madness
915-92/93	Art Commission	S.F. Symphony
916-92/93	Art Commission	Emmanuel Montoya
917-92/93	Commission on Aging	Calvin Y. Louie, C.A.O.

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
918-92/93	Commission on Aging	Center for Elderly Suicide Prevention
919-92/93	Fire	Wes Valentine
920-92/93	Fire	Health Check, Davies Medical Center
921-92/93	Health Service System	Health Care Evaluating, Inc.
922-92/93	Health Service System	Rael & Letson
923-92/93	Human Rights Commission	S.F. Intergroup Clearinghouse, Inc.
924-92/93	Human Rights Commission	Polaris Research and Development, Inc.
925-92/93	Mayor's Office	S.F. Unified School District Nutrition Services
926-92/93	Mayor's Office	Sojourner Truth Foster Family Agency, Inc.
927-92/93	Mayor's Office	Filipino-American Employment and Training
928-92/93	Mayor's Office	Korean-American Development Corporation
929-92/93	Mayor's Office	S.F. Senators
930-92/93	Public Health	Chase Correctional Medical Division
931-92/93	Public Health	Informatix, Inc.
932-92/93	Public Health	Various - See List
933-92/93	Public Works	Bay Area Landscaping Frank & Grossman

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
934-92/93	Public Works	Brighter Images/E2
935-92/93	Public Utilities Commission	JRP Historical Consulting Services
936-92/93	Purchasing	Mardave Compu, Inc.
937-92/93	Recreation and Park	Careers Abound
938-92/93	Retirement	Axe-Houghton Associates
939-92/93	Retirement	Bankers Trust Company
940-92/93	Retirement	Barra & Associates
941-92/93	Retirement	Brinson Partners, Inc.
942-92/93	Retirement	Callan & Associates
943-92/93	Retirement	Capital Guardian Trust Co.
944-92/93	Retirement	Dietche & Field Advisers, Inc.
945-92/93	Retirement	Hanson Investment Management Co.
946-92/93	Retirement	Lehman Ark Management Co.
947-92/93	Retirement	Lewis, Bailey Associates, Inc.
948-92/93	Retirement	MacKay Shields Financial Corporation
949-92/93	Retirement	McCullough, Andrews & Cappiello, Inc.
950-92/93	Retirement	Nicholas-Applegate Capital Management
951-92/93	Retirement	Oechsle International Advisors

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
952-92/93	Retirement	Provident Investment Counsel
953-92/93	Retirement	RCM Capital Management
954-92/93	Retirement	Reviewco
955-92/93	Retirement	Scudder, Stevens & Clark
956-92/93	Retirement	TCW Asset Management Co.
957-92/93	Retirement	T.P.F. & C. Consulting Actuaries
958-92/93	Retirement	The Townsend Group
959-92/93	Retirement	Warburg Investment Management International
960-92/93	Retirement	Alexander & Alexander
961-92/93	S.F. Community College District	To Be Determined
962-92/93	S.F. Community College District	Asbestos Advisory Association
963-92/93	S.F. Community College District	Acres Engineering
964-92/93	Social Services	Travelers Aid S.F. (Family/Childcare Center)
965-92/93	Social Services	Tenderloin Housing Clinic, Inc.
966-92/93	Social Services	Catholic Charities (Guerrero House Jelani House/Family)
967-92/93	Social Services	San Francisco Educational Services
968-92/93	Social Services	American Red Cross, Golden Gate Chapter

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
969-92/93	Social Services	Conard House, Inc.
970-92/93	Sheriff	Bethann Brown
971-92/93	Sheriff	Jelani House-Catholic Charities
972-92/93	Sheriff	Liberation House
973-92/93	Sheriff	Asian American Residential Recovery Services
974-92/93	Superior Court	S.F. Youth Courts, Inc.
975-92/93	Superior Court	S.F. Bar Association Volunteer Legal Services Program
976-92/93	Superior Court	Kid's Turn

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of various positions under "Express Position Classification Program." (File No. 1068-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Social Services	2	2904 Social Service Technician	Same
PUC/Water	1	1478 Senior Water Services Clerk	Same

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report.

(C) Requests for appointment above the entrance rate for various employees. (File No. 2127-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Susan Harole 3630 Librarian I	Public Library	4	4
Rosie Scott 1446 Secretary II	Public Library	5	5
Janet Woodbury 1424 Clerk Typist	Airport	2	2
Meredith Macleod 2548 Occupational Therapist	Public Health	5	5
Gene O'Connell 2148 Senior Associate Administrator	Public Health	3	3
David Counter A610 Director, MIS	Public Health	5	5
Lisa Pascual, M.D. 2230 Physician Specialist (Psychiatrist Specialty)	Public Health	5	5

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report.

(D) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2128-93)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(E) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 4783-93)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(F) Appeal of background rejection for Class Q2 Police Officer by Robert S. Rood. (File No. 3139-93)

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Rood's attorney.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Over to the meeting of July 19, 1993 at the request of the San Francisco Police Department.

REGULAR CALENDAR

CLASSIFICATION MATTERS

(6) Request to establish a conditional waiver for "African American Health Service Specialist" (AAHSS). (File No. 1074-93)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report.

1. Approve the concept of an "African American Health Services Specialist" (AAHSS) conditional waiver.

2. Hold requests to approve the use of the "African American Health Services Specialist" conditional waiver on specific positions until training, testing and evaluation of the waiver are established.

3. Advise the Department of Public Health to notify staff when procedures for training, testing and evaluation of the "African American Health Services Specialist" conditional waiver are established, and qualified incumbents may be assigned to identified positions.

IN-SERVICE MATTERS

(7) Appeal of the decision of the General Manager, Personnel by Theodore Streleski to remove name from the list of eligibles for Class 7430 Assistant Electronic Maintenance Technician. (File No. 4792-93)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; deny appeal of Theodore Streleski; sustain the decision of the General Manager, Personnel.

EXAMINATION MATTERS

(8) Request that Classes 8442 Senior Probation Officer, and 8434 Supervising Probation Officer, Adult Probation, be issued on a Promotive Only basis. (File No. 3070-93)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; deny appeals.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

SPECIAL MEETING - JUNE 30, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(9) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

(10) Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(11) Lawrence J. Willis, 9209 Airport Police Service Aide, 5/E-2, Airports Commission, 4/28/93.

June 7, 1993: Over to the meeting of June 21, 1993 at the request of the Airports Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Off calendar at the request of the Airports Commission.

RESIGNATION - SERVICES UNSATISFACTORY

(12) Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93.

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Gumban's representative.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Recommendation of the San Francisco Unified School District:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and medical clearance by a Civil Service designated physician. Not to be employed again by the San Francisco Unified School District.

(13) Keith Willis, 7372 Stationary Engineer, Sewage Plant, 31/E-32, Department of Public Works, 12/29/92.

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Over to the meeting of September 20, 1993 at Mr. Willis' request.

(14) GENERAL MANAGER'S REPORT.

A. Managerial Performance Appraisal Revision.

B. Other matters.

(15) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

EXAMINATION MATTERS (cont.)

SPECIAL ORDER OF BUSINESS - CLOSED SESSION

(16) In accordance with Charter Section 3.660, the following matter will be heard by the Commission in closed session and will be heard upon conclusion of all other matters on the June 30 agenda, but no earlier than 3:30 p.m.

Appeal of staff denials of protests on key answers for the examination for Classes 9141 Transit Manager II and 9140 Transit Manager I. (File No. 3615-93)

June 21, 1993: Meeting cancelled due to lack of a quorum.

Rec: Adopt staff report; deny appeals of Ernest Condon, Thomas Davis, Kermit Garnes and Governor Johnson.

(17) ADJOURNMENT

City and County of San Francisco **Civil Service Commission**

May 5, 1993

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MAY 6 1993
SAN FRANCISCO
PUBLIC LIBRARY

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NOTICE

Due to the Independence Day holiday which will be observed on Monday, July 5, 1993, the Civil Service Commission meeting normally held on this date is cancelled. The Commission will meet once during the month of July, on Monday, July 19, 1993.

CIVIL SERVICE COMMISSION

Albert C. Walker
Assistant Secretary

(2498B)

Room 151 City Hall San Francisco 94102

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7/9/93

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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA

JULY 9, 1993

ROOM 52A (BASEMENT) CITY HALL

2:30 p.m.

ITEM NO.

(1) Discussion regarding Charter Amendments being considered for the November 1993 Ballot. (File No. 4987-93)

Open For Discussion.

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1 CAL (57) BOX 41

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

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7/19/93

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DOCUMENTS SECTION
1 CAL (57) BOX 41

CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA

ADJOURNED SPECIAL MEETING

JULY 19, 1993

ROOM 282, SECOND FLOOR, CITY HALL - 2 p.m.

DOCUMENTS DEPT.
JUL 19 1993
SAN FRANCISCO
PUBLIC LIBRARY

ITEM NO.

(1) Discussion regarding Charter Amendments being considered for the November 1993 Ballot. (File No. 4987-93)

July 9, 1993:

1. Commissioner Uyehara designated as Committee of One to draft a letter to Supervisor Barbara Kaufman, members of the Board of Supervisors' Rules Committee and other members of the Board of Supervisors expressing the Commission's concerns and opposition to the proposed Charter amendment in its present form based on the constricted time span in which it was drafted and lack of data and comparative studies of other jurisdictions.

2. The Commission adjourned this meeting to Tuesday, July 13, 1993 at 5 p.m. in Room 52A City Hall.

July 13, 1993: Adjourn to Monday, July 19, 1993 at 2 p.m.

Open For Discussion.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

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PUBLIC LIBRARY
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DOCUMENTS SECTION
1 CAL (57) BOX 41

City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

DOCUMENTS DEPT.
JUL 15 1993
SAN FRANCISCO
PUBLIC LIBRARY

JULY 19, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

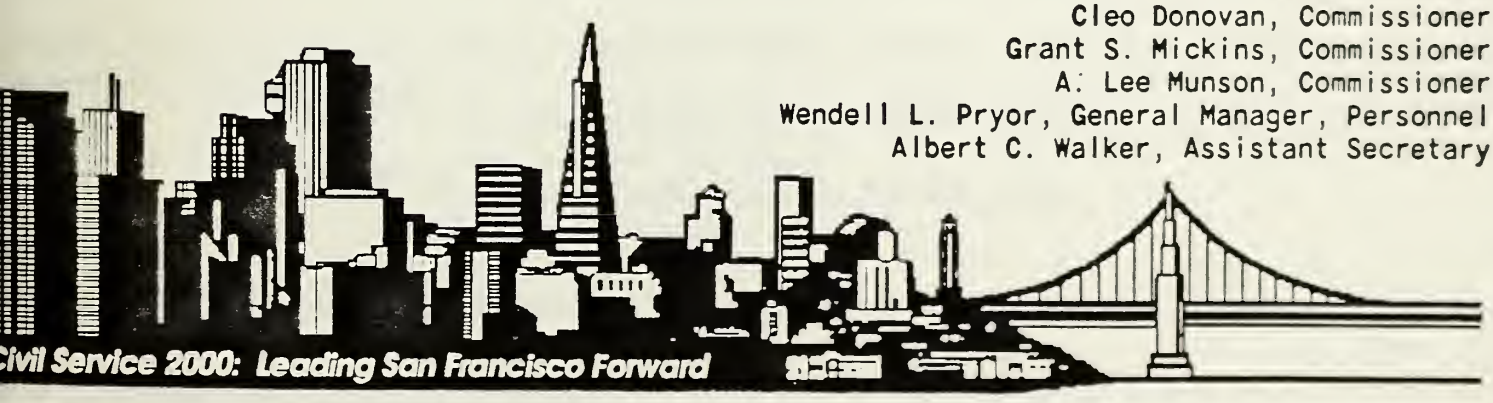
PART II, 3 p.m.

APPEALS BY POLICE OFFICER AND FIREFIGHTER CANDIDATES

PART III, 3:30 P.M.

SEPARATIONS FROM THE SERVICE

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



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Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

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a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

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b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

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In order to allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting, individuals are requested to refrain from wearing perfume or other scented products.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 19, 1993

PART I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

A. Special Meeting of June 30, 1993.

B. Special Meeting of July 9, 1993.

(4) ANNOUNCEMENTS.

Executive Session, July 19, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH D.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1085-93)

NUMBER	DEPARTMENT	CONTRACTOR
1-93/94	Airport	Alphonso Brown
2-93/94	Airport	Diane Sanchez
3-93/94	Airport	Kennedy/Jenks Consultants, Inc.
4-93/94	Airport	Conservation Corps.
5-93/94	Airport	Lieb & Associates

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
6-93/94	Chief Administrative Officer	Ideas in Motion
7-93/94	Chief Administrative Officer	Sustainable Cities
8-93/94	Chief Administrative Officer	Harvey Rose/Debra Newman/Stan Jones, Assoc. (Joint Venture)
9-93/94	Civil Service Commission	Towers Perrin Co.
10-93/94	Commission on Status of Women	Asian Women's Shelters
11-93/94	Commission on Status of Women	Donaldina Cameron House
12-93/94	Commission on Status of Women	La Casa de las Madres
13-93/94	Commission on Status of Women	Nihonmachi Legal Outreach
14-93/94	Commission on Status of Women	St. Vincent de Paul Society of S.F./ Rosalie House
15-93/94	Commission on Status of Women	St. Vincent de Paul Society of S.F./ Brennan House
16-93/94	Commission on Status of Women	S.F. Bar Association/ Cooperative Restraining Order
17-93/94	Commission on Status of Women	S.F. Bar Association-Volunteer Legal Services
18-93/94	Commission on Status of Women	S.F. Neighborhood Legal Assistance Foundation
19-93/94	Commission on Status of Women	WOMAN, Inc.
20-93/94	Commission on Status of Women	Asian Women's Shelter

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
21-93/94	Commission on Status of Women	La Casa de las Madres
22-93/94	Commission on Status of Women	St. Vincent de Paul Society of S.F./ Rosalie House
23-93/94	Commission on Status of Women	Family Violence Prevention Fund
24-93/94	Controller	Data Processing & Accounting Services
25-93/94	Controller	Precision Writing
26-93/94	Controller	Pilot Executive Software
27-93/94	District Attorney	Golden Gate University
28-93/94	District Attorney	Hastings College of Law
29-93/94	District Attorney	S.F. State University
30-93/94	District Attorney	University of San Francisco
31-93/94	District Attorney	University of California at Berkeley
32-93/94	District Attorney	New College of California
33-93/94	Fire	University of California, San Francisco
34-93/94	Human Rights Commission	L and J Brokers/Gary Green
35-93/94	Parking and Traffic	Wilbur Smith & Associates
36-93/94	Public Utilities Commission	S.F. Conservation Corps/California Conservation Corps
37-93/94	Public Utilities Commission	Frye Claims Consulting

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
38-93/94	Public Utilities Commission	McLeod & Associates
39-93/94	Public Utilities Commission	Daniel B. Steiner
40-93/94	Public Works	Kennedy Jenks in association with AGS, Inc.
41-93/94	Public Works	Trans Pacific Geotechnical Consultants
42-93/94	Public Works	AGS, Inc.
43-93/94	Public Works	Treadwell & Rollo, Inc.
44-93/94	Public Works	Roger Foott Associates, Inc.
45-93/94	Recreation and Park	Robert Hansen Golden Gate Park Band
46-93/94	Public Health	S.F. Unified School District (SFUSD)
47-93/94	Public Health	Evaluation Training & Research Assoc.
48-93/94	Public Health	American Lung Association of San Francisco
49-93/94	Public Health	Lyon Martin Women's Health Services
50-93/94	Public Health	San Francisco Mime Troupe
51-93/94	Public Health	Black Coalition on AIDS
52-93/94	Public Health	18th Street Services
53-93/94	Public Health	Regents of the University of California/AIDS Health Project

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
54-93/94	Public Health	S.F. Women's Centers, Inc./LYRIC
55-93/94	Public Health	Larry Wisch Associates
56-93/94	Public Health	Women's Institute for Mental Health/IRIS Center
57-93/94	Pubic Health	University of California, San Francisco (UCSF)
58-93/94	Public Health	Hanson, Bridgett, Marcus, Vlahos & Rudy
59-93/94	Public Health	Weissburg and Aronson, Inc.
60-93/94	Public Health	Mission Neighborhood Health Center
61-93/94	Public Health	The Support Center
62-93/94	Chief Administrative Officer	Luster Construction Management
63-93/94	Mayor's Office	Alan Smith
64-93/94	Mayor's Office	Private Industry Council

THE FOLLOWING PROPOSED PERSONAL SERVICES CONTRACT IS FROM THE DEPARTMENT OF PUBLIC HEALTH WITH SHORT-DOYLE FUNDING:

NUMBER	DEPARTMENT	CONTRACTOR
65-93/94	Public Health	Center for Juvenile and Criminal Justice, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments. (File No. 1086-93)

AMEND THE FOLLOWING CLASS SPECIFICATION:

Existing Class Title and Rate	Recommendation
1107 Deputy Director, Rent Arbitration Board (Sch. 63.7 $2043B2483)	Amend specification as detailed in the staff report.

Rec: Adopt staff report.

(C) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6017-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(D) Ratification of personnel actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from April 1, 1993 to June 30, 1993. (File No. 6020-93)

Rec: Approve.

REGULAR CALENDAR

IN-SERVICE MATTERS

(6) Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (File No. 4986-93)

Rec: Adopt staff report; designate Class 2458 Forensic Toxicologist as promotive for layoff purposes.

(7) Appeal of General Manager's action in granting Class 1244 Senior Personnel Analyst oral authorization to San Francisco Unified School District. (File No. 4562-93)

Rec: Adopt staff report, rescind oral authorization; implement new selection procedure involving the San Francisco Unified School District incumbent and other qualified applicants.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 19, 1993

PART II - 3 p.m.

APPEALS BY POLICE OFFICER AND FIRE FIGHTER CANDIDATES

(8) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

EXAMINATION MATTERS

(9) Appeal of background rejection for Class Q2 Police Officer by Robert S. Rood. (File No. 3139-93)

June 7, 1993:	Over to the meeting of June 21, 1993 at the request of Mr. Rood's attorney.
June 21, 1993:	Meeting cancelled due to lack of a quorum.
June 30, 1993:	Over to the meeting of July 19, 1993 at the request of the San Francisco Police Department.

Rec: Adopt staff report. Deny appeal of Robert S. Rood; sustain the decision of the Chief of Police.

(10) Appeal of background rejection for Class H2 Firefighter by Richard Bruce Arzave, Jr. (File No. 3637-93)

Rec: Adopt staff report. Deny appeal of Richard Bruce Arzave, Jr.; sustain the decision of the Chief of the San Francisco Fire Department.

(11) Appeal of background rejection for Class H2 Firefighter by Raymond Lockett. (File No. 3642-93)

Rec: Adopt staff report. Deny appeal of Raymond Lockett; sustain the decision of the Chief of the San Francisco Fire Department.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 19, 1993

PART III - 3:30 p.m.

SEPARATIONS FROM THE SERVICE

(12) ROLL CALL AND CONTINUANCES: 3:30 p.m. CALENDAR.

As soon after 3:30 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

(13) Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

Rec: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(14) Jennifer Quilici, 9209 Airport Police Service Aide, 43/E-2, Airports Commission, 5/14/93.

June 7, 1993: Over to the meeting of July 19, 1993 at the joint request of Ms. Quilici and the Airports Commission.

Recommendation of the Airports Commission:

Dismiss from the City and County Service. Not to be employed again by the Airports Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(15) Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.

Rec: Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(16) Jeanne Powell, 1426 Senior Clerk Typist, 6/CPE-247, City Attorney's Office, 6/4/93.

Recommendation of the City Attorney's Office:

Dismiss from the City and County Service. Not to be employed again by the City Attorney's Office.

RESIGNATION - SERVICES UNSATISFACTORY

(17) Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93.

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Gumban's representative.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of the San Francisco Unified School District.

Rec: Over to the meeting of August 2, 1993 at the request of Mr. Gumban's representative.

DISMISSAL OF PERMAENT EMPLOYEE

(18) Luis Berton, 2905 Senior Eligibility Worker, 308/CPE-9, Department of Social Services, 1/21/93.

Recommendation of the Department of Social Services:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County Service. Verification of one year requirement is to include public contact experience. No future employment in classes in the eligibility or social work series. Not to be employed again by the Department of Social Services.

(19) GENERAL MANAGER'S REPORT.

(20) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(21) ADJOURNMENT.

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DOCUMENTS DEPT.
JUL 29 1993
SAN FRANCISCO
PUBLIC LIBRARY

City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

AUGUST 2, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3 p.m.

SEPARATIONS FROM THE SERVICE

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 2, 1993

PART I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

A. Special Meeting of July 9, 1993.

B. Regular Meeting of July 19, 1993.

(4) ANNOUNCEMENTS.

Executive Session, August 2, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH G.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of request for approval of proposed personal services contract number 40-93/94. (File No. 1085-93)

NUMBER	DEPARTMENT	CONTRACTOR
40-93/94	Public Works	Kennedy Jenks in association with AGS, Inc.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Department of Public Works.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1093-93)

NUMBER	DEPARTMENT	CONTRACTOR
66-93/94	Art Commission	Seyed Alvavi
67-93/94	CAO	Ross Drulis/Hood Miller/Lee Barnes Cavagnero
68-93/94	Mayor's Office	S.F. Unified School District - School Health Program - CHDP Health Worker
69-93/94	Mayor's Office	S.F. Unified School District - Child Development Program
70-93/94	Mayor's Office	S.F. Unified School District - School Health Programs
71-93/94	Mayor's Office	Private Industry Council, Inc.
72-93/94	Public Works	David K. Low & Associates, Inc.
73-93/94	Social Services	American Red Cross, Golden Gate Chapter
74-93/94	Social Services	Audrey L. Smith Development Center, Inc.
75-93/94	Public Utilities Commission	Merrill & Associates

Rec: Adopt staff report; notify the offices of the Purchaser and the Controller.

(C) Requests for appointment above the entrance rate for various exempt employees in the City Attorney's Office. (File No. 2196-93)

Rec: Adopt staff report.

(D) Requests for appointment above the entrance rate for various employees. (File No. 2194-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
David Assmann 1367 Special Assistant VIII	CAO	5	5
Chris Baldo 1657 Senior Systems Accountant	Controller	5	5
Douglas Feil 1850 Senior Auditor	Controller	5	5
Bassam Totah 8174 Attorney	District Attorney	3	3
Linda Lee-Robbins 1365 Special Assistant VI	Public Works	5	5
Salla Vaerma 1776 Assistant Reproduction Manager	Purchasing	4	4
Valerie Jeffries 1203 Personnel Technician	Airport	5	5
Susan Kelly 1818 MIS Specialist II	Controller	5	5
Millard Larkin 1367 Special Assistant VIII	Mayor	5	5
Donald Eng 5131 Bureau Chief	Public Works	4	4
Jackson Wong 5124 Bureau Manager	Public Works	4	4

Rec: Adopt staff report.

(E) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Stanardization Ordinance. (File No. 2195-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(F) Proposed amendment to the Civil Service Commission Rules adding new Rule 11A - Duration of and Certification from List E-133 for Class 9163 Transit Operator. (File No. 6092-93)

Rec: Post for adoption at the meeting of August 16, 1993.

(G) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6094-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR CALENAR

COMPENSATION MATTERS

(6) Certification of wage schedules for Transit Operators pursuant to Section 8.404 of the Charter for Fiscal Year 1993-94. (File No. 2197-93)

Rec: Adopt staff report; certify wage schedules; forward to the Board of Supervisors.

IN-SERVICE MATTERS

(7) Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (File No. 4986-93)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

Rec: Adopt staff report; designate Class 2458 Forensic Toxicologist as promotive for layoff purposes.

(8) Request to designate Class 1658 Chief Accountant as promotive for layoff purposes. (File No. 6006-93)

Rec: Adopt staff report; designate Class 1658 Chief Accountant as promotive for layoff purposes.

(9) Request to designate Class 1934 Storekeeper as promotive for layoff purposes. (File No. 6085-93)

Rec: Adopt staff report; designate Class 1934 Storekeeper as promotive for layoff purposes.

SEPARATIONS FROM THE SERVICE

(10) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

(11) Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93.

April 5, 1993: Meeting cancelled due to lack of a quorum.

April 19, 1993: Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.

May 17, 1993: Meeting cancelled due to lack of a quorum.

May 25, 1993: Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.

Rec: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

RESIGNATION - SERVICES UNSATISFACTORY

(12) Jesus Gumban, 2708 Custodian, 394/E-3, San Francisco Unified School District, 4/5/93.

June 7, 1993: Over to the meeting of June 21, 1993 at the request of Mr. Gumban's representative.

(12)
(cont.) June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of July 19, 1993 at the request of the San Francisco Unified School District.

July 19, 1993: Over to the meeting of August 2, 1993 at the request of Mr. Gumban's representative.

Recommendation of the San Francisco Unified School District:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service and medical clearance by a Civil Service designated physician. Not to be employed again by the San Francisco Unified School District.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(13) Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.

July 19, 1993:

1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

Rec: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(14) Carlin Ellison, 3417 Gardener, 48/E-10, Recreation and Park Department, 6/30/93.

Recommendation of the Recreation and Park Department:

Return name to the eligible list from which appointed to this position (Class 3417 Gardener). Not to be employed again by the Recreation and Park Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(15) Sergio R. Hernandez, 1650 Accountant, 55.5/E-41, Controller's Office, Accounting Operation, 7/6/93.

Recommendation of the Controller's Office:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Controller's Office.

DISMISSAL OF PERMANENT EMPLOYEE

(16) Luis Berton, 2905 Senior Eligibility Worker, 308/CPE-9, Department of Social Services, 1/21/93.

July 19, 1993: Over to the meeting of August 2, 1993 at Mr. Berton's request.

Recommendation of the Department of Social Services:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County Service. Verification of one year requirement is to include public contact experience. No future employment in classes in the eligibility or social work series. Not to be employed again by the Department of Social Services.

DISMISSAL OF PERMANENT EMPLOYEE

(17) Francine Fennell, 2708 Custodian, 244/E-3, Fine Arts Museums, General Division, 4/2/93.

Recommendation of the Fine Arts Museums:

Not to be employed again by the Fine Arts Museums.

(18) GENERAL MANAGER'S REPORT.

A. Performance Appraisal.

B. Other.

(19) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(20) ADJOURNMENT.

In memory of Keith Bunch, Senior Departmental Personnel Officer, Public Utilities Commission, who died on July 26, 1993.

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DOCUMENTS DEPT
AUG 16 1993
SAN FRANCISCO
PUBLIC LIBRARY

CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA

AUGUST 16, 1993

ROOM 282, SECOND FLOOR, CITY HALL

2 p.m.

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

ITEM NO.

(1) Review of request for approval of proposed personal services contract. (File No. 1110-93)

NUMBER	DEPARTMENT	CONTRACTOR
152-93/94	Public Works	Turner Construction Company

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

SF
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City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

DOCUMENTS DEPT.
AUG 11 1993
SAN FRANCISCO
PUBLIC LIBRARY

AUGUST 16, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3 p.m.

SEPARATIONS FROM THE SERVICE

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
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Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

NOTICE

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All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record.

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Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side

Disability Access

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.

City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving this location are the #5, #21, #47, and #49. The wheelchair accessible MUNI line is the #42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.

There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:

For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 16, 1993

PART I - 2 p.m.

ITEM NO.

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of August 2, 1993.

(4) ANNOUNCEMENTS.

Executive Session, August 16, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH G.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1099-93)

NUMBER	DEPARTMENT	CONTRACTOR
76-93/94	Airport	Kenyon and Eddelstein
77-93/94	Airport	Morla Design
78-93/94	Airport	HMH, Inc.

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
79-93/94	Airport	Towill, Inc.
80-93/94	Airport	James S. Mayor D.O., M.P.H.
81-93/94	Art Commission	Vicki Scuri
82-93/94	CAO	Kim Fowler
83-93/94	CAO	Rhonda M. Abrams Management Consulting Services
84-93/94	Mayor's Office	Japanese Community Youth Center
85-93/94	Mayor's Office	Wu Yee Children's Services
86-93/94	Mayor's Office	Wu Yee Children's Services
87-93/94	Mayor's Office	Wu Yee Children's Services
88-93/94	Mayor's Office	Donaldina Cameron House
89-93/94	Mayor's Office	Japanese Community Youth Center
90-93/94	Mayor's Office	Donaldina Cameron House
91-93/94	Mayor's Office	RAP, Inc.
92-93/94	Mayor's Office	RAP, Inc.
93-93/94	Mayor's Office	Visitacion Valley Community Center
94-93/94	Mayor's Office	Audrey L. Smith Child Development Center, Inc.
95-93/94	Mayor's Office	Wu Yee Children's Services
96-93/94	Mayor's Office	CAHEED, Inc.

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
97-93/94	Mayor's Office	Youth Guidance Center Improvement Committee
98-93/94	Mayor's Office	S.F. Jewish Community Center
99-93/94	Mayor's Office	Family Service Agency of S.F.
100-93/94	Mayor's Office	Holy Family Day Home
101-93/94	Mayor's Office	Wu Yee Children's Services
102-93/94	Mayor's Office	San Francisco Conservation Corps
103-93/94	Mayor's Office	Lavender Youth Recreation Information Center
104-93/94	Mayor's Office	Mission Reading Clinic
105-93/94	Mayor's Office	S.F. Educational Services, Inc.
106-93/94	Mayor's Office	Camp Fire Boys and Girls
107-93/94	Mayor's Office	Operation Contact, Inc.
108-93/94	Mayor's Office	Visitacion Valley Community Center
109-93/94	Mayor's Office	Center on Juvenile & Criminal Justice
110-93/94	Mayor's Office	Children's Council of S.F.
111-93/94	Mayor's Office	Wu Yee Children Services
112-93/94	Mayor's Office	Easter Seal Society of S.F.
113-93/94	Mayor's Office	Children's Council of S.F.

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
114-93/94	Mayor's Office	Wu Yee Children's Services
115-93/94	Mayor's Office	Horizons Unlimited of S.F.
116-93/94	Mayor's Office	Girl's Leadership Porject of S.F.
117-93/94	Mayor's Office	Teenage Pregnancy & Parenting Project
118-93/94	Mayor's Office	Mission Youth Soccer League
119-93/94	Mayor's Office	California Lawyers for the Arts
120-93/94	Mayor's Office	Asian Perinatal Advocates/Volunteers of SFGH
121-93/94	Mayor's Office	Northern California Service League
122-93/94	Mayor's Office	Children's Council of S.F.
123-93/94	Mayor's Office	Hamilton Family Center
124-93/94	Mayor's Office	Daycare Consultants
125-93/94	Mayor's Office	Learning Services of Northern California
126-93/94	Mayor's Office	Bridges ... From School to Work
127-93/94	Mayor's Office	Central City Hospitality House
128-93/94	Mayor's Office	Community Educational Services
129-93/94	Mayor's Office	Children's Council of S.F.
130-93/94	Mayor's Office	Economic Opportunity Council

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
131-93/94	Mayor's Office	Audrey L. Smith Child Development Center, Inc.
132-93/94	Police	Tri-County Extradition
133-93/94	Port	Public Financial Management, Inc. and the Knight Group
134-93/94	Public Health	Izabal, Bernaciak & Co.
135-93/94	Public Health	Ellen Agard
136-93/94	Public Health	The Support Center
137-93/94	Public Health	University of California, S.F.
138-93/94	Public Health	CHORAL Software, Inc.
139-93/94	Public Utilities Commission	Crain & Associates
140-93/94	Public Works	Consolidated Engineering Laboratories
141-93/94	Public Works	Soil and Plant Laboratory, Inc.
142-93/94	Public Works	Arcost/CPM Group
143-93/94	Public Works	Arcost/CPM Group
144-93/94	S.F. Community College District	Jacqueline Grose
145-93/94	S.F. Community College District	Venetia Young
146-93/94	Sheriff	Frederic Millen
147-93/94	Social Services	S.F. Food Bank
148-93/94	Social Services	Hickman Homes, Inc.
149-93/94	Social Services	Nailah House, Inc.

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
150-93/94	Social Services	In Home Supportive Services Consortium of San Francisco, Inc.
151-93/94	Public Works	Haley and Aldrich, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments. (File No. 1102-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Public Health/ Central Office	1	2430 Medical Evaluations Assistant (Sch. 51.7 $1147B1388)	1426 Senior Clerk Typist (Sch. 50.3 $1073B1298)

AMEND THE FOLLOWING CLASS SPECIFICATION:

Existing Class Title and Rate	Recommendation
5320 Illustrator and Art Designer (Sch. 57.6 $1520B1844)	Amend class specification as detailed in the staff report.
2574 Clinical Psychologist (Sch. 62.8 $1955B2377)	Amend class specification as detailed in the staff report.
2576 Supervising Clinical Psychologist (Sch. 64.3 $2104B2557)	Amend class specification as detailed in the staff report.

AMEND AND RETITLE THE FOLLOWING CLASS SPECIFICATION:

2442 Diagnostic Medical Sonographer II (Sch. 56.9 $1470B1782)	Retitle and amend class specification to 2442 Diagnostic Medical Sonographer as detailed in the staff report.

(B)(cont.)

ABOLISH THE FOLLOWING OBSOLETE CLASSIFICATION:

Existing Class and Title	Recommendation
2441 Diagnostic Medical Sonographer I	Abolish Class 2441 Diagnostic Medical Sonographer I.

Rec: Adopt staff report.

(C) Classification of various positions under "Express Position Classification Program." (File No. 1101-93)

Department	No. Pos.	Budgeted Class and Title	Recommended Class
PUC/Municipal Railway	2	7325 General Utility Mechanic	Same

Rec: Adopt staff report.

(D) Requests for appointment above the entrance rate for various employees. (File No. 2202-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Matthew H. Hymel 1371 Special Assistant XII	Controller	3	3
Margaret LaRue 1362 Special Assistant III	Mayor	5	5
George Wyllie 9376 Market Research	Port	2	2
Sharonlee Kotabe 2455 Pharmacy Director	Public Health	5	5

Rec: Adopt staff report.

(E) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2203-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(F) Proposed amendment to the Civil Service Commission Rules adding new Rule 11A - Duration of and Certification from List E-133 for Class 9163 Transit Operator. (File No. 6092-93)

August 2, 1993: Post for adoption at the meeting of August 16, 1993.

Rec: Adopt.

(G) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6211-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR CALENAR

COMPENSATION MATTERS

(6) Requests for appointment above the entrance rate for various employees. (File No. 2194-93)

August 2, 1993: 1. Requests related to David Assmann, Bassam Totah and Salla Vaerma over to the meeting of August 16, 1993.

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
David Assmann 1367 Special Assistant VIII	CAO	5	5
Bassam Totah 8174 Attorney	District Attorney	3	3
Salla Vaerma 1776 Assistant Reproduction Manager	Purchasing	4	4

Rec: Adopt staff report.

(7) Appeal of denial of assault pay request by Rick Stromas. (File No. 2206-93)

Rec: Adopt staff report; deny appeal of Rick Stromas.

CLASSIFICATION MATTERS

(8) Appeal of removal of special condition for one position in Class 5320 Illustrator and Art Designer at the Purchasing Department. (File No. 1100-93)

Rec: Adopt staff report: deny appeal of the Purchasing Department; sustain decision of Civil Service Department staff to remove requirement for two (2) years of Macintosh Desktop publishing experience.

IN-SERVICE MATTERS

(9) Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (File No. 4986-93)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

Rec: Adopt staff report; designate Class 2458 Forensic Toxicologist as promotive for layoff purposes.

(10) Request to designate Class 2660 Assistant Director, Food Services, as promotive for layoff purposes. (File No. 6140-93)

Rec: Adopt staff report; designate Class 2660 Assistant Director, Food Services, as promotive for layoff purposes.

(11) Request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. (File No. 6203-93)

Rec: Adopt staff report; designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes.

(12) Appeal of staff's denial from Stephen V. Giacalone, candidate for Class H2 Firefighter, to identify as Hispanic. (File No. 6179-93) (File No. 6179-93)

Rec: Adopt staff report; deny appeal of Stephen V. Giacalone.

(13) Reconsideration of Civil Service Commission action of July 19, 1993 related to Personnel Requisitions for Class 2320 Registered Nurse:

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6017-93)

July 19, 1993: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

Rec: Sustain decision of July 19, 1993 related to the approval of specialities on Personnel Requisitions for Class 2320 Registered Nurse and authorizations for Exception to the Order of Layoff.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 16, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(14) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

(15) Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93.

April 5, 1993:	Meeting cancelled due to lack of a quorum.
April 19, 1993:	Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.
May 17, 1993:	Meeting cancelled due to lack of a quorum.
May 25, 1993:	Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.
June 21, 1993:	Meeting cancelled due to lack of a quorum.
June 30, 1993:	Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.
July 19, 1993:	Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.
August 2, 1993:	Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

Rec: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(16) Jeanne Powell, 1426 Senior Clerk Typist, 6/CPE-247, City Attorney's Office, 6/4/93.

July 19, 1993: Over to the meeting of August 16, 1993 at Ms. Powell's request.

Recommendation of the City Attorney's Office:

Dismiss from the City and County Service. Not to be employed again by the City Attorney's Office.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(17) Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.

July 19, 1993:

1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.
2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

Recommendation of the Public Utilities Commission:

Return name to the eligible list from which appointed (Class 7355 Truck Driver).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(18) Carlin Ellison, 3417 Gardener, 48/E-10, Recreation and Park Department, 6/30/93.

August 2, 1993: Over to the meeting of August 16, 1993 at Ms. Ellison's request.

Recommendation of the Recreation and Park Department:

Return name to the eligible list from which appointed to this position (Class 3417 Gardener). Not to be employed again by the Recreation and Park Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(19) Mary M. Gorman, 1430 Transcriber Typist, 8/CPE-15, Department of Public Health, Laguna Honda Hospital, 7/21/93.

Rec: Over to the meeting of September 20, 1993 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(20) Bonnie Podell, 2424 X-Ray Laboratory Aide, 5/E-10, Department of Public Health, San Francisco General Hospital Medical Center, 7/18/93.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

(21) Francine Fennell, 2708 Custodian, 244/E-3, Fine Arts Museums, General Division, 4/2/93.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Fine Arts Museums.

Recommendation of the Fine Arts Museums:

Not to be employed again by the Fine Arts Museums.

(22) GENERAL MANAGER'S REPORT.

A. Fiscal Year 1994-95 Salary Survey (Charter Section 8.407).

B. Other.

(23) INDIVIDUAL'S REQUESTS TO SPEAK.

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Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(24) ADJOURNMENT.

SF
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9/20/93

City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

SEPTEMBER 20, 1993

ROOM 282 CITY HALL

DOCUMENTS DEPT.
SEP 17 1993
SAN FRANCISCO
PUBLIC LIBRARY

Order of Business

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

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CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

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a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side

Disability Access

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.

City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving this location are the #5, #21, #47, and #49. The wheelchair accessible MUNI line is the #42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.

There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:

For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 20, 1993

PART I - 2 p.m.

ITEM NO

(1) CONTINUANCES: PART I CALENDAR

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

A. Regular Meeting of August 16, 1993.

B. Special Meeting of August 16, 1993.

(4) ANNOUNCEMENTS.

Executive Session, September 20, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH K.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1118-93)

NUMBER	DEPARTMENT	CONTRACTOR
153-93/94	Airport	B.A. Vallerga
154-93/94	Airport	CH2M Hill

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
155-93/94	Airport	RIDES for Bay Area Commuters
156-93/94	Animal Care and Control	Mission Pet Hospital
157-93/94	Animal Care and Control	California Center for Wildlife
158-93/94	Animal Care and Control	Pets Unlimited
159-93/94	Art Commission	Sheila Ghidini
160-93/94	Art Commission	Leonard Hunter
161-93/94	Art Commission	Roger Berry
162-93/94	Art Commission	Art-in Construction
163-93/94	City Planning	Bren Norris Associates, Inc.
164-93/94	Controller	ABR Consulting Group, Inc.
165-93/94	Fire	CORE Corporation
166-93/94	Mayor's Office	Marilyn Berry Thompson
167-93/94	Mayor's Office	Polaris Research and Development
168-93/94	Mayor's Office	Wu Yee Children's Services
169-93/94	Mayor's Office	Real Alternatives Program, Inc.
170-93/94	Mayor's Office	Yoo Yau Ji Ga Childcare
171-93/94	Mayor's Office	Golden Gate Community, Inc.
172-93/94	Mayor's Office	Cross Cultural Family Center

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
173-93/94	Mayor's Office	Mission Neighborhood Centers, Inc.
174-93/94	Mayor's Office	Wu Yee Children's Services
175-93/94	Mayor's Office	Audrey L. Smith Development Center
176-93/94	Mayor's Office	Children's Council of San Francisco
177-93/94	Mayor's Office	Center on Juvenile & Criminal Justice
178-93/94	Mayor's Office	Back on Track
179-93/94	Mayor's Office	Ocean-Merced-Ingleside Community Association
180-93/94	Mayor's Office	Charity Cultural Services Center
181-93/94	Mayor's Office	Telegraph Hill Neighborhood Center
182-93/94	Mayor's Office	Donaldina Cameron House
183-93/94	Mayor's Office	California Lawyers for the Arts
184-93/94	Mayor's Office	Lorraine Hansberry Theatre
185-93/94	Mayor's Office	Girl's Leadership Project of S.F.
186-93/94	Mayor's Office	Potrero Hill Neighborhood House
187-93/94	Mayor's Office	Ethio-Tigray Community in Northern California
188-93/94	Mayor's Office	West Bay Pilipino Mutli-Service Corp.

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
189-93/94	Mayor's Office	S.F. Police Department Combined Youth Services Program
190-93/94	Mayor's Office	Easter Seal Society of Bay Area
191-93/94	Mayor's Office	Community Alliance for Special Education
192-93/94	Mayor's Office	Audrey L. Smith Development Center, Inc.
193-93/94	Mayor's Office	S.F. Educational Services
194-93/94	Mayor's Office	S.F. Study Center
195-93/94	Mayor's Office	Hamilton Family Center
196-93/94	Mayor's Office	Good Samaritan Family Resource Center
197-93/94	Mayor's Office	Asian Women's Resource Center
198-93/94	Mayor's Office	UCSF Infant-Parent Program/Daycare Consultants
199-93/94	Mayor's Office	Bayview Hunters Point Foundation
200-93/94	Mayor's Office	Support for Parents with Special Children
201-93/94	Mayor's Office	Korean Center, Inc.
202-93/94	Mayor's Office	S.F. Boys and Girls Club
203-93/94	Mayor's Office	Youth for Service
204-93/94	Mayor's Office	Central City Hospitality House
205-93/94	Mayor's Office	Mission Cultural Center

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
206-93/94	Mayor's Office	Filipino-American Employment and Training Center
207-93/94	Mayor's Office	Community Educational Services
208-93/94	Mayor's Office	Office of Samoan Affairs
209-93/94	Public Utilities Commission	Murray, Burns & Kienlen
210-93/94	Public Utilities Commission	Booz Allen & Hamilton, Inc.
211-93/94	Public Utilities Commission	Bookman-Edmonston Engineering, Inc.
212-93/94	Public Utilities Commission	Ecology and Environment, Inc.
213-93/94	Public Utilities Commission	AGS, Inc.
214-93/94	Public Utilities Commission	Consolidated Engineering Laboratories
215-93/94	Public Utilities Commission	Harding Lawson Associates
216-93/94	Public Utilities Commission	Clayton Environmental Consultants
217-93/94	Public Works	Faye Bernstein & Associates in associate with T.Y. Lin International
218-93/94	Public Works	Everett Brandon & Associates
219-93/94	Public Works	Citizens Tree Advisory Board
220-93/94	Public Works	John Carollo Engineers
221-93/94	Public Works	Howard D. Jackson

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
222-93/94	Purchasing	The Nationwide Companies
223-93/94	Rent Board	Eaton & Associates
224-93/94	S.F. Community College District	Reid and Tarics, Assoc., Architects
225-93/94	S.F. Community College District	Sally McReynolds
226-93/94	S.F. Community College District	Ann C. Goldsmith
227-93/94	S.F. Community College District	Lynne Creighton
228-93/94	Social Services	In Home Supportive Services Consortium of San Francisco, Inc.
229-93/94	Social Services	F.M. Blake & Associates
230-93/94	Social Services	The Family School
231-93/94	Social Services	S.F. Educational Services
232-93/94	Public Health	Haight Ashbury Free Medical Clinics, Inc.
233-93/94	Public Health	Bayview Hunter's Point Foundation
234-93/94	Public Health	Polaris Research and Development
235-93/94	Public Health	The Alexander Group
236-93/94	Public Health	California Pacific Medical Center/Visiting Nurses and Hospice
237-93/94	Public Health	Deborah Johnson of the Motivational Institute

(A)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
238-93/94	Public Health	Santa Clara County Health Department, Medical Services Division
239-93/94	Public Health	Treadwell & Rollo, Inc.

THE FOLLOWING PERSONAL SERVICES CONTRACT IS FUNDED BY SHORT-DOYLE FUNDS:

240-93/94	Public Health	S.F. Mental Health Educational Funds, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of various positions under "Express Position Classification Program." (File No. 1101-93)

Department	No. Pos.	Budgeted Class and Title	Recommended Class
PUC/Municipal Railway	2	7325 General Utility Mechanic	Same

August 16, 1993: Over to the meeting of September 20, 1993 at the request of Stationary Engineers, Local 39.

Rec: Adopt staff report.

(C) Classification of positions in various City departments. (File No. 1123-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Public Health/ SFGH	1	2302 Nursing Assistant (Sch. 53.1 $1226B1484)	2586 Health Worker II (Sch. 50.2 $1067B1291)
Public Works	1	5135 Assistant Superintendent of Street and Sewer Repair (Sch. 66.2 $2309B2806)	Same

Rec: Adopt staff report.

(D) Classification of new positions in the 1993-94 Budget. (File No. 1119-93)

Rec: Allocate new positions to recommended classifications; defer classification action on positions designated with Symbol "SC".

(E) Requests for appointment above the entrance rate for various employees. (File No. 2217-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Richard Ruvolo 1369 Special Assistant X	Chief Administrative Officer	4	4
Seema Grover 1822 Administrative Analyst	Public Library	2	2
Amy Brownell 1372 Special Assistant XII	Public Health	5	5
Susan Ehrlich 1373 Special Assistant XIV	Public Health	5	5
William Wedemeyer A982 Vocational Assessment Counselor	Social Services	5	5
James Janette 4269 Chief Appraiser	Assessor	5	5
Bassam Totah 8174 Attorney	District Attorney	5	5

Rec: Adopt staff report.

(F) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2213-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(G) Future employability of Mayuri Kansupda, Class 8108 Senior Legal Process Clerk, County Clerk/Recorder Department. (File No. 6541-93)

Rec: Adopt staff report.

1. Future employment with the City and County of San Francisco is subject to Ms. Kansupda providing medical certification from her personal physician indicating that she has completed treatment and is cleared to return to work and Ms. Kansupda must be medically cleared by a Civil Service Commission designated physician.

2. No future employment with the County Clerk/Recorder Department.

(H) Request to issue Classes 2913 Program Specialist and 2915 Program Specialist Supervisor announcement as promotive basis only. (File No. 3675-93)

Rec: Adopt staff report.

1. Issue announcement for Class 2913 Program Specialist as promotive basis only for permanent employees of the Department of Social Services in Classes 2905 Senior Eligibility Worker, 2908 Hospital Eligibility Worker, 2907 Eligibility Worker Supervisor, 2910 Social Worker and 2912 Senior Social Worker, who also meet specified minimum qualifications.

2. Issue announcement for Class 2915 Program Specialist Supervisor as promotive basis only for permanent employees of the Department of Social Services in Classes 2905 Senior Eligibility Worker, 2911 Appeals Specialist and 2907 Eligibility Worker Supervisor, who also meet specified minimum qualifications.

(I) Extension of Holdover Rights for Blas Aguirre in Class 1220 Payroll Clerk. (File No. 6538-93)

Rec: Adopt staff report; extend holdover rights in Class 1220 Payroll Clerk for a one year period beginning July 1, 1993 and expiring on June 30, 1994.

(J) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6539-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(K) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6582-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR CALENDAR

CLASSIFICATION MATTERS

(6) Request to make two temporary exempt appointments in Class 5506 Project Manager III per Charter Section 8.300(5) in the Airports Commission. (File No. 1124-93)

Rec: Adopt staff report. Approve temporary exempt appointments of Mr. Thomas Rodriguez and Mr. Raymond Quesada in Class 5506 Project Manager III, effective September 20, 1993 to December 31, 1996.

COMPENSATION MATTERS

(7) Appeal of denial of assault pay request by Rick Stromas. (File No. 2206-93)

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Transport Workers Union.

Rec: Adopt staff report; deny appeal of Rick Stromas.

(8) Appeal of denial of assault pay request by Gustavus Rugley. (File No. 2218-93)

Rec: Adopt staff report; deny appeal of Gustavus Rugley.

IN-SERVICE MATTERS

(9) Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (File No. 4986-93)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Coroner - Medical Examiner.

Rec: Adopt staff report; designate Class 2458 Forensic Toxicologist as promotive for layoff purposes.

(10) Request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. (File No. 6203-93)

August 16, 1993: Over to the meeting of September 20, 1993 by Commission action. (Vote of 4 to 1: Commissioner Munson abstained from voting by motion and vote of the other Commissioners under Charter Section 3.500).

Rec: Adopt staff report; designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes.

(11) Request to designate Class 2832 Supervising Public Health Nurse, as promotive for layoff purposes. (File No. 6369-93)

Rec: Adopt staff report; designate Class 2832 Supervising Public Health Nurse, as promotive for layoff purposes.

(12) Proposed amendments to various Civil Service Commission Rules to implement Proposition C. (File No. 6536-93)

October 5, 1992:
1. Post for adoption.
2. Forward to the Mayor's Employee Relations Division for meet and confer.

Rec: Adopt staff report to be effective January 1, 1994.

(13) Proposed amendments to various sections of Civil Service Commission Rule 6 - Separation Hearings and Procedures, in implementation of Propositions C & E (November 1991 Ballot). (File No. 6537-93)

February 1, 1993: Off calendar by Commission action.

Rec: Post for adoption at the meeting of October 4, 1993.

IN-SERVICE MATTERS (cont.)

(14) Proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles. (File No. 4367-93)

August 17, 1992:	1. Post for adoption. 2. Transmit to the Employee Relations Division for meet and confer with employee organizations.
April 5, 1993:	Meeting cancelled due to lack of a quorum.
April 19, 1993:	Over to the meeting of May 3, 1993 at the request of staff.
May 3, 1993:	Over to the meeting of June 7, 1993 at the request of staff.
June 7, 1993:	Off calendar pending completion of the meet and confer/consultation process.

Rec: Adopt staff report. Adopt proposed amendment to Civil Service Commission Rule 11, Section 11.02 - Certification of Eligibles effective on November 1, 1993.

(15) Proposed procedures for monitoring appointments made as a result of the expanded Certification Rule. (File No. 6553-93)

Open for discussion.

(16) Appeal of the decision of the General Manager, Personnel by William Beaumont to restrict future employment. (File No. 6540-93)

Rec: Adopt staff report; deny the appeal of William Beaumont; sustain the decision of the General Manager, Personnel.

EXAMINATION MATTERS

(17) Appeal of staff's denial of protests of minimum qualifications of the examination announcement for Class 8240 Police Communications Shift Supervisor. (File No. 3160-93)

Rec: Adopt staff report; deny appeals of Frank Martin del Campo and Joan Madden.

(18) Appeal of administrative rejection for Class H2 Firefighter by Mark B. Osuna. (File No. 3657-93)

Rec: Adopt staff report; deny appeal of Mark B. Osuna.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 20, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(19) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

(20) Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93.

April 5, 1993:	Meeting cancelled due to lack of a quorum.
April 19, 1993:	Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.
May 17, 1993:	Meeting cancelled due to lack of a quorum.
May 25, 1993:	Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.
June 21, 1993:	Meeting cancelled due to lack of a quorum.
June 30, 1993:	Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.
July 19, 1993:	Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.
August 2, 1993:	Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.
August 16, 1993:	Over to the meeting of Spetember 20, 1993 at the request of Mr. Inouye's attorney.

(20)
(cont.) Rec: Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(21) Sergio R. Hernandez, 1650 Accountant, 55.5/E-41, Controller's Office, Accounting Operation, 7/6/93.

August 2, 1993: Over to the meeting of September 20, 1993 at Mr. Hernandez's request.

Rec: Off calendar, appeal withdrawn.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(22) Mary M. Gorman, 1430 Transcriber Typist, 8/CPE-15, Department of Public Health, Laguna Honda Hospital, 7/21/93.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of Local 790.

Rec: Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(23) Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.

July 19, 1993:

1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.

2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

(23)
(cont.) August 16, 1993: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

Rec: Return name to the eligible list from which appointed to this position (Class 7355 Truck Driver).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(24) Bonnie Podell, 2424 X-Ray Laboratory Aide, 5/E-10, Department of Public Health, San Francisco General Hospital Medical Center, 7/18/93.

August 16, 1993: Over to the meeting of September 20, 1993 at Ms. Podell's request.

Rec: Over to the meeting of October 4, 1993 at Ms. Podell's request.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(25) Luis Gomez, Jr., 2736 Porter, 20/E-57, Department of Public Health, San Francisco General Hospital Medical Center, 7/23/93.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(26) Kathey D. Lewis, 8304 Deputy Sheriff, 152/E-15, Sheriff's Office, 8/11/93.

Rec: Over to the meeting of October 4, 1993 at the request of Operating Engineers, Local 3.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(27) Crystal Anne Alexander, 8304 Deputy Sheriff, 178/E-14, Sheriff's Office, 7/22/93.

Recommendation of the Sheriff's Office:

Return name to the eligible list from which appointed to this position (Class 8304 Deputy Sheriff). Future employment subject to successful completion of academy with certificate of completion within 12 months.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(28) Steven M. Walker, 8320 Counselor, Juvenile Hall, 14/CPE-26, Juvenile Probation Department, 7/27/93.

Recommendation of the Juvenile Probation Department:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(29) Valerie S. Figard, 1426 Senior Clerk Typist, 29/CPE-249, San Francisco Unified School District, 7/23/93.

Recommendation of the San Francisco Unified School District:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

DISMISSAL OF PERMANENT EMPLOYEE

(30) Keith Willis, 7372 Stationary Engineer, Sewage Plant, 31/E-32, Department of Public Works, 12/29/92.

June 21, 1993: Meeting cancelled due to lack of a quorum.

June 30, 1993: Over to the meeting of September 20, 1993 at Mr. Willis' request.

(30)
(cont.) Recommendation of the Department of Public Works:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Works.

DISMISSAL OF PERMANENT EMPLOYEE

(31) Luis Berton, 2905 Senior Eligibility Worker, 308/CPE-9, Department of Social Services, 1/21/93. (Calendar Item No. 16)

July 19, 1993: Over to the meeting of August 2, 1993 at Mr. Berton's request.

August 2, 1993:: Over to the meeting of September 20, 1993 at Mr. Berton's request.

Rec: Over to the meeting of October 18, 1993 at the request of the Department of Social Services.

(32) GENERAL MANAGER'S REPORT.

A. Action Plan for the Implementation of the Civil Service Commission Business/Strategic Plan.

B. Annual Report.

C. Informational Items.

(33) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(34) ADJOURNMENT.

In memory of Jerry Butler, Fire Lieutenant, San Francisco Fire Department, who died on August 17, 1993.

DOCUMENTS DEPT.
SEP 30 1993
SAN FRANCISCO
PUBLIC LIBRARY

City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

OCTOBER 4, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

PUBLIC LIBRARY
CIVIC CENTER BRANCH
DOCUMENTS SECTION
1 CAL (57) BOX 41

Emi R. Uyehara, President
Juan Rios, Vice President
Cleo Donovan, Commissioner
Grant S. Mickins, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record.

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

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b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side

Disability Access

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Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 4, 1993

PART I - 2 p.m.

ITEM NO

(1) CONTINUANCES: PART I CALENDAR

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of September 20, 1993.

(4) ANNOUNCEMENTS.

Executive Session, October 4, 1993.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH G.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1118-93)

NUMBER	DEPARTMENT	CONTRACTOR
154-93/94	Airport	CH2M Hill

September 20, 1993: Contract Number 154-93/94 over to the meeting of October 4, 1993 at the request of the Airports Commission.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1128-93)

NUMBER	DEPARTMENT	CONTRACTOR
241-93/94	Airport	Dandelion
242-93/94	Airport	LIMN Co., Inc.
243-93/94	Chief Administrative Officer	S.F. League of Urban Gardeners (SLUG)
244-93/94	City Attorney	Stanford Law School
245-93/94	Mayor's Office	Linda Schanfein
246-93/94	Mayor's Office	Hilyard Wiggins
247-93/94	Mayor's Office	Real Alternatives Program
248-93/94	Mayor's Office	Operation Contact
249-93/94	Public Utilities Commission	EDAW, Inc.
250-93/94	Public Works	Duffy and Duffy
251-93/94	S.F. Community College District	Mark Wayne Wilbanks
252-93/94	Sheriff	Barbara Cotton
253-93/94	Social Services	International Institute of S.F.

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
254-93/94	Public Health	The Youth Leadership Institute
255-93/94	Public Health	Polaris Research and Development
256-93/94	Public Health	Industrial Emergency Council
257-93/94	Public Health	Tom Greaney
258-93/94	Public Health	Mission Neighborhood Health Center
259-93/94	S.F. Community College District	Tom Ammiano

THE FOLLOWING PERSONAL SERVICES CONTRACT IS FUNDED BY SHORT-DOYLE FUNDS:

260-93/94	Public Health	County of San Mateo, Division of Mental Health Services

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Classification of positions in various City departments. (File No. 1129-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Public Health/ Central Office	1	6138 Industrial Hygienist (Sch. 64.8 $2156B2621)	6130 Safety Analyst (Sch. 64.8 $2156B2621)
Public Health/ SFGH	4	2305 Psychiatric Technician (Sch. 54.7 $1323B1603)	Same

Rec: Adopt staff report.

(D) Requests for appointment above the entrance rate for various employees. (File No. 2222-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Michael Hancock 2968 Social Services Manager, Investigations	Social Services	5	5
Paul Moreno 1842 Management Assistant	Public Health	4	4
Clifford Gates 1282 Principal Employee Relations Representative	Mayor's Office	3	3

Rec: Adopt staff report.

(E) Report in accordance with San Francisco Administrative Code 16.9-25(d), The Sexual Harassment Ordinance. (File No. 6668-93)

Rec: Adopt staff report. Forward to the Board of Supervisors, the Mayor, the Human Rights Commission and the Commission on the Status of Women.

(F) Ratification of Personnel Actions of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period July 1, 1993 to September 30, 1993. (File No. 6670-93)

Rec: Approve.

(G) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6677-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR CALENDAR

EXAMINATION MATTERS

(6) Appeal of background rejection for Class H2 Firefighter by David M. Bodendorfer. (File No. 3669-93)

Rec: Adopt staff report; deny appeal of David M. Bodendorfer.

CLASSIFICATION MATTERS

(7) Request to make two temporary exempt appointments in Class 5506 Project Manager III per Charter Section 8.300(5) in the Airports Commission. (File No. 1124-93)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 21.

Rec: Adopt staff report. Approve temporary exempt appointments of Mr. Thomas Rodriguez and Mr. Raymond Quesada in Class 5506 Project Manager III, effective September 20, 1993 to December 31, 1996.

COMPENSATION MATTERS

(8) Appeal of denial of assault pay request by Rick Stromas. (File No. 2206-93)

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Transport Workers Union.

September 20, 1993: Over to the meeting of October 4, 1993 at the request of staff.

Rec: Adopt staff report; deny appeal of Rick Stromas.

(9) Appeal of denial of assault pay request by Gustavus Rugley. (File No. 2218-93)

September 20, 1993: Over to the meeting of October 4, 1993 at the request of staff.

Rec: Adopt staff report; deny appeal of Gustavus Rugley.

IN-SERVICE MATTERS

(10) Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (File No. 4986-93)

July 19, 1993:	Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.
August 2, 1993:	Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.
August 16, 1993:	Over to the meeting of September 20, 1993 at the request of the Coroner - Medical Examiner.
September 20, 1993:	Over to the meeting of October 4, 1993 by Commission action.

Rec: Adopt staff report; designate Class 2458 Forensic Toxicologist as promotive for layoff purposes.

(11) Request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. (File No. 6203-93)

August 16, 1993:	Over to the meeting of September 20, 1993 by Commission action. (Vote of 4 to 1: Commissioner Munson abstained from voting by motion and vote of the other Commissioners under Charter Section 3.500).
September 20, 1993:	Over to the meeting of October 4, 1993 by Commission action.

Rec: Adopt staff report; designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes.

(12) Appeal of the decision of the General Manager, Personnel by Peter Gentile to deny appointment in Class 2143 Hospital Assistant Administrator, MIS and Patient Financial Services Specialties. (File No. 6680-93)

Rec: Adopt staff report; deny the appeal of Peter Gentile; sustain the decision of the General Manager, Personnel.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 4, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(13) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(14) Sharon Green, 1450 Executive Secretary I, 66/CPE-8, Public Utilities Commission, San Francisco Water Department, 10/23/92.

November 16, 1992: Off calendar at the request of the Civil Service Equal Employment Opportunity and Affirmative Action Division.

Recommendation of the Public Utilities Commission:

Approve. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(15) Carlin Ellison, 3417 Gardener, 48/E-10, Recreation and Park Department, 6/30/93.

August 2, 1993: Over to the meeting of August 16, 1993 at Ms. Ellison's request.

(15)
(cont.) August 16, 1993: Over to the meeting of October 4, 1993 at the request of Ms. Ellison's attorney.

Recommendation of the Recreation and Park Department:

Return name to the eligible list from which appointed to this position (Class 3417 Gardener). Not to be employed again by the Recreation and Park Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(16) Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.

July 19, 1993:
1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney.
2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.

August 16, 1993: Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

September 20, 1993: Over to the meeting of October 4, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.

Rec: Return name to the eligible list from which appointed to this position (Class 7355 Truck Driver).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(17) Bonnie Podell, 2424 X-Ray Laboratory Aide, 5/E-10, Department of Public Health, San Francisco General Hospital Medical Center, 7/18/93.

August 16, 1993: Over to the meeting of September 20, 1993 at Ms. Podell's request.

September 20, 1993: Over to the meeting of October 4, 1993 at Ms. Podell's request.

(17)
(cont.) Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(18) Luis Gomez, Jr., 2736 Porter, 20/E-57, Department of Public Health, San Francisco General Hospital Medical Center, 7/23/93.

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Mr. Gomez's representative.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(19) Valerie S. Figard, 1426 Senior Clerk Typist, 29/CPE-249, San Francisco Unified School District, 7/23/93.

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

Recommendation of the San Francisco Unified School District:

Not to be employed again by the San Francisco Unified School District.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(20) Kathey D. Lewis, 8304 Deputy Sheriff, 152/E-15, Sheriff's Office, 8/11/93.

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Operating Engineers, Local 3.

Recommendation of the Sheriff's Office:

Cancel all current examination and eligibility status.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(21) Steven M. Walker, 8320 Counselor, Juvenile Hall, 14/CPE-26, Juvenile Probation Department, 7/27/93.

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

Recommendation of the Juvenile Probation Department:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

DISMISSAL OF PERMANENT APPOINTMENT

(22) Hilda White, 2920 Medical Social Worker, 36/E-23, Department of Public Health, Central Office, 1/22/93.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Not to be employed again in any position covered by the civil service system of the City and County of San Francisco

(23) GENERAL MANAGER'S REPORT.

(24) INDIVIDUAL'S REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(25) ADJOURNMENT.

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#4
10/18/93

PUBLIC LIBRARY
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City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

DOCUMENTS DEPT.
OCT 15 1993
SAN FRANCISCO
PUBLIC LIBRARY

OCTOBER 18, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record.

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 18, 1993

PART I - 2 p.m.

ITEM NO.

(1) ANNOUNCEMENT OF CHANGES AND CONTINUANCES TO PART I AGENDA.

(2) MINUTES.

Regular Meeting of October 4, 1993.

(3) ANNOUNCEMENTS.

(A) Executive Session, October 18, 1993.

(B) Change in Commission Meeting Schedule.

(C) Other Announcements.

CONSENT CALENDAR

(4) CONSENT CALENDAR ITEMS A THROUGH M.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1118-93)

NUMBER	DEPARTMENT	CONTRACTOR
213-93/94	Public Utilities Commission	AGS, Inc.
214-93/94	Public Utilities Commission	Consolidated Engineering Laboratories

September 20, 1993: Contract Numbers 213-93/94 and 214-93/94 over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1132-93)

NUMBER	DEPARTMENT	CONTRACTOR
261-93/94	Airport	San Mateo County Community College District
262-93/94	Airport	Versar Inc./Sierra Environmental Services, A Joint Venture
263-93/94	CAO	S.F. League of Urban Gardeners (SLUG)
264-93/94	Civil Service Commission	Kris Schaeffer
265-93/94	Controller	Oracle Corporation
266-93/94	Mayor's Office	S.F. Community Television Corporation
267-93/94	Mayor's Office	Nihonmachi Little Friends
268-93/94	Mayor's Office	S.F. Court Appointed Special Advocate Program (CASA)

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
269-93/94	Mayor's Office	West Bay Pilipino Mutli-Service Corporation
270-93/94	Mayor's Office	Office of Samoan Affairs
271-93/94	Mayor's Office	Youth Guidance Center Improvement Committee
272-93/94	Port	Sverdrup Civil, Inc.
273-93/94	Port	Kwan Henmi
274-93/94	Public Health	National Task Force on AIDS Prevention/AGUILAS
275-93/94	Public Health	Medicus Systems Corporation
276-93/94	Public Health	Barrie Grenell
277-93/94	Public Health	Vaughn Simkins
278-93/94	Public Health	Bayview Hunter's Point Foundation
279-93/94	Public Health	CAHEED (Calif. Assn. for Health Education Employment & Dignity, Inc.)
280-93/94	Public Health	National Latina Health Organization
281-93/94	Public Health	Asereth Medical Services, Inc.
282-93/94	Public Health	International Healthcare Associates
283-93/94	Public Health	James L. Mitchell
284-93/94	Public Health	Nor-Cal Medical Temps
285-93/94	Public Health	RX Relief, Inc.
286-93/94	Public Health	Western Medical Services

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
287-93/94	Public Health	Physical & Occupational Therapist's Registry, Inc.
288-93/94	Public Health	Professional Health Care Providers
289-93/94	Public Health	Baker Places
290-93/94	Public Health	Bay Area Young Positives
291-93/94	Public Health	Bayview Hunter's Point Foundation
292-93/94	Public Health	Catholic Charities of San Francisco
293-93/94	Public Health	Larkin Street Youth Center
294-93/94	Public Health	Lutheran Social Services
295-93/94	Public Utilities Commission	Smith-Dawson Associates, Inc.
296-93/94	Public Works	Smith, Dawson & Andrews
297-93/94	Real Estate	Christofer E. Frasco, et.al.
298-93/94	S.F. Community College District	Ruth Dunmire
299-93/94	Sheriff	Third Baptist Church, Inc.
300-93/94	Human Rights Commission	S.S. State University

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Classification of positions in various City departments. (File No. 1134-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Public Health/ Central Office	1	6141 Manager, Office of Health and Safety (Sch. 68.1 $2533B3080)	Same
Public Health/ SFGH	1	1498 Supervising Clerk II (Sch. 55.1 $1349B1634)	1450 Secretary II (Sch. 54.2 1291B1565)
	1	2532 Paramedic (Sch. 60.2 $1723B2094)	Same
	3	2330 Anesthetist (Sch. 69.9 $2764B3460)	Same

Rec: Adopt staff report.

(D) Classification of various positions under "Express Position Classification Program." (File No. 1133-93)

Department	No. Pos.	Budgeted Class and Title	Recommended Class
Controller	2	1426 Senior Clerk Typist	Same
	1	1574 Executive Secretary to the Controller	Same
	1	1402 Junior Clerk	Same
	1	1426 Senior Clerk Typist	Same
	1	1446 Secretary II	Same
	1	1655 Systems Accountant	Same
	3	1657 Senior Systems Accountant	Same
Juvenile Probation	1	2770 Senior Laundry Worker	Same
	1	7524 Institution Utility Worker	Same

(D)(cont.)

Department	No. Pos.	Budgeted Class and Title	Recommended Class
Juvenile Probation (cont.)	5	8320 Counselor - Juvenile Hall	Same
Adult Probation	1	8440 Probation Officer	Same
	1	8434 Supervising Adult Probation Officer	Same
Parking and Traffic Commission	1	7510 Lighting Fixture Maintenance Worker	Same
Police	1	1220 Payroll Clerk	Same
Real Estate	1	1656 Head Accountant	Same
Electricity	1	1630 Account Clerk	Same
	1	1652 Senior Accountant	Same

Rec: Adopt staff report.

(E) Requests for appointment above the entrance rate for various employees. (File No. 2222-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Valerie Kegebein 2885 Senior Health Educator	Public Health	5	5
Gerdelie Wolfert 2454 Clinical Pharmacist	Public Health	3	3

Rec: Adopt staff report.

(F) Requests for appointment above the entrance rate for various employees. (File No. 2230-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Cynthia Selmar AA57 Health Center Manager	Public Health	5	5

(F)(cont.)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Kathryn Eng AA57 Health Center Manager	Public Health	4	4
Jan Murphy AA57 Health Center Manager	Public Health	4	4
Michael Pile AA57 Health Center Manager	Public Health	4	4
Nancy Rubin AA57 Health Center Manager	Public Health	5	5

Rec: Adopt staff report.

(G) Requests for appointment above the entrance rate for various exempt employees in various City departments. (File No. 2226-93)

Rec: Adopt staff report.

(H) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2225-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(I) Correction of error in failure to grant status in Class 2913 Program Specialist to Robert Abbot from Class 2911 Eligibility Appeals Specialist. (File No. 1131-93)

Rec: Adopt staff report.

1. Correct error in staff report File Number 1222-92: grant status to Robert Abbot, a permanent incumbent in Class 2911 Eligibility Appeals Specialist to Class 2913 Program Specialist.

2. Status grant to be effective August 1, 1993.

3. Advise the Department of Social Services to submit a requisition in Class 2913 Program Specialist for Robert Abbot.

(J) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6742-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(K) Proposed amendment to the Civil Service Commission Rules adding new Rule 11B - Certification from Certain Eligible Lists for Classes 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst. (File No. 6748-93)

Rec: Post for adoption at the meeting of November 1, 1993.

(L) Review of proposed amendment to Memorandum of Understanding between City and County of San Francisco and Service Employees International Union for Registered Nurses. (File No. 6757-93)

Rec: Approve.

(M) Review of requests for approval of proposed personal services contracts. (File No. 1128-93)

October 4, 1993: Contract Number 252-93/94 over to the meeting of October 18, 1993.

NUMBER	DEPARTMENT	CONTRACTOR
252-93/94	Sheriff	Barbara Cotton

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

REGULAR CALENDAR

EXAMINATION MATTERS

(5) Appeal of background rejection for Class H2 Firefighter by David M. Bodendorfer. (File No. 3669-93)

October 4, 1993: Over to the meeting of October 18, 1993 at Mr. Bodendorfer's request.

Rec: Adopt staff report; sustain the decision of the Chief of the San Francisco Fire Department; deny appeal of David M. Bodendorfer.

IN-SERVICE MATTERS

(6) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff (P-1672/200790 for Class 2248 Assistant Director Clinical Services II). (File No. 6677-93)

October 4, 1993: Sever Requisition Number P-1672/200790 for Class 2248 Assistant Director Clinical Services II from staff report and continue to the meeting of October 18, 1993 at the request of staff.

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(7) Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (File No. 4986-93)

July 19, 1993: Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.

August 2, 1993: Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.

August 16, 1993: Over to the meeting of September 20, 1993 at the request of the Coroner - Medical Examiner.

(7)
(cont.)

September 20, 1993:	Over to the meeting of October 4, 1993 by Commission action.
October 4, 1993:	Over to the meeting of October 18, 1993 at Mr. Slade's request.

Rec: Adopt staff report; designate Class 2458 Forensic Toxicologist as promotive for layoff purposes.

(8) Request to designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes. (File No. 6203-93)

August 16, 1993:	Over to the meeting of September 20, 1993 by Commission action. (Vote of 4 to 1: Commissioner Munson abstained from voting by motion and vote of the other Commissioners under Charter Section 3.500).
September 20, 1993:	Over to the meeting of October 4, 1993 by Commission action.
October 4, 1993:	Over to the meeting of October 18, 1993 at the request of staff.

Rec: Adopt staff report; designate Class 2885 Deputy Director of Adult Services, Community Mental Health Services, as promotive for layoff purposes.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 18, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(9) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(10) Sharon Green, 1450 Executive Secretary I, 66/CPE-8, Public Utilities Commission, San Francisco Water Department, 10/23/92.

November 16, 1992:	Off calendar at the request of the Civil Service Equal Employment Opportunity and Affirmative Action Division.
October 4, 1993:	Over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.

Recommendation of the Public Utilities Commission:

Approve. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

(11) Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93.

April 5, 1993:	Meeting cancelled due to lack of a quorum.
April 19, 1993:	Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.
May 17, 1993:	Meeting cancelled due to lack of a quorum.
May 25, 1993:	Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.
June 21, 1993:	Meeting cancelled due to lack of a quorum.
June 30, 1993:	Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.
July 19, 1993:	Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.
August 2, 1993:	Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.
August 16, 1993:	Over to the meeting of Spetember 20, 1993 at the request of Mr. Inouye's attorney.
September 20, 1993:	Over to the meeting of October 18, 1993 at the request of Mr. Inouye's attorney.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

(12) Robert Hallock, 3417 Gardener, 131/E-6, Recreation and Park Department, Golf Division, 9/3/93.

(12) (cont.) Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

APPEAL OF AUTOMATIC RESIGNATION

(13) Margarita Andino, 8214 Parking Control Officer, 64/E-15, Department of Parking and Traffic, 8/13/93.

Recommendation of the Department of Parking and Traffic:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Parking and Traffic.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(14) Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.

July 19, 1993:	1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney. 2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.
August 2, 1993:	Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.
August 16, 1993:	Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.
September 20, 1993:	Over to the meeting of October 4, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.
October 4, 1993:	Over to the meeting of October 18, 1993 at the request of the City Attorney's Office.

Recommendation of the Public Utilities Commission:

Return name to the eligible list from which appointed to this position (Class 7355 Truck Driver).

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(15) Steven M. Walker, 8320 Counselor, Juvenile Hall, 14/CPE-26, Juvenile Probation Department, 7/27/93.

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of Local 790.

Recommendation of the Juvenile Probation Department:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(16) Crystal Anne Alexander, 8304 Deputy Sheriff, 178/E-14, Sheriff's Office, 7/22/93.

September 20, 1993: Over to the meeting of October 18, 1993 at the request of Ms. Alexander's attorney.

Recommendation of the Sheriff's Office:

Return name to the eligible list from which appointed to this position (Class 8304 Deputy Sheriff). Future employment subject to successful completion of academy with certificate of completion within 12 months.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(17) Valerie S. Figard, 1426 Senior Clerk Typist, 29/CPE-249, San Francisco Unified School District, 7/23/93.

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the San Francisco Unified School District.

Recommendation of the San Francisco Unified School District:

Not to be employed again by the San Francisco Unified School District.

DISMISSAL OF PERMANENT EMPLOYEE

(18) Luis Berton, 2905 Senior Eligibility Worker, 308/CPE-9, Department of Social Services, 1/21/93.

July 19, 1993:	Over to the meeting of August 2, 1993 at Mr. Berton's request.
August 2, 1993::	Over to the meeting of September 20, 1993 at Mr. Berton's request.
September 20, 1993:	Over to the meeting of October 18, 1993 at the request of the Department of Social Services.

Recommendation of the Department of Social Services:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County Service. Verification of one year requirement is to include public contact experience. No future employment in classes in the eligibility or social work series. Not to be employed again by the Department of Social Services.

(19) GENERAL MANAGER'S REPORT.

(20) INDIVIDUALS' REQUESTS TO SPEAK.

(21) ADJOURNMENT.

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PUBLIC LIBRARY
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DOCUMENTS SECTION
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City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

DOCUMENTS DEPT.
OCT 2 3 1993
SAN FRANCISCO
PUBLIC LIBRARY

NOVEMBER 1, 1993

ROOM 282 CITY HALL

Order of Business

PART I, 2:00 p.m.

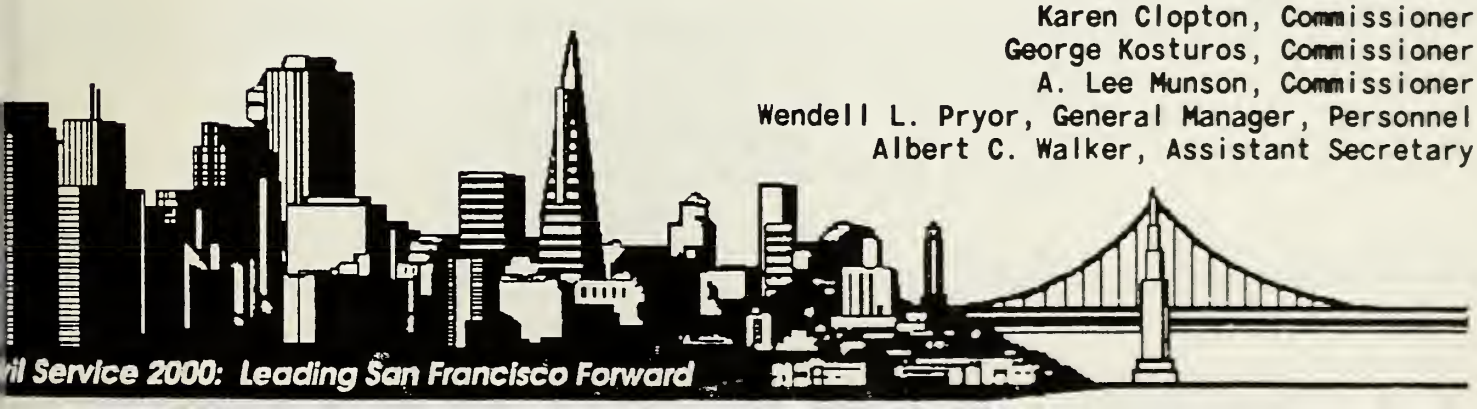
CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary



NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record.

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

a. Opening summary of case (brief overview);
b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side

Disability Access

The Civil Service Commission normally meets in Room 282, Second Floor, City Hall. However, meetings not held in this room are conducted in the Civic Center Area.

City Hall is wheelchair accessible on the Van Ness Avenue entrance between McAllister and Grove Streets. Room 282 is wheelchair accessible from the elevators on the Polk Street side of City Hall. The closest accessible BART Station is Civic Center, 2 1/2 blocks from City Hall at the corner of Hyde and Grove Streets. MUNI lines serving this location are the #5, #21, #47, and #49. The wheelchair accessible MUNI line is the #42 - Downtown Loop. The METRO stations at Van Ness and Market Streets and at Civic Center Station are also accessible. For more information about accessible MUNI services, call 923-6142.

There is accessible public parking in the vicinity of City Hall adjacent to Davies Hall and the War Memorial Complex as well as the Civic Center Parking Garage, entrance located on McAllister Street between Polk and Larkin Streets.

The following services are available on request 72 hours prior to the meeting:

For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Civil Service Commission Assistant Secretary's Office at 554-4747 to make arrangements for the accommodation. Late requests will be honored if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 1, 1993

PART I - 2 p.m.

ITEM NO.

(1) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(2) MINUTES.

Regular Meeting of October 18, 1993.

(3) ANNOUNCEMENTS.

A. Executive Session, November 1, 1993.

B. Change in schedule of Civil Service Commission meetings.

C. Other announcements.

(4) RESOLUTION OF COMMENDATION.

Resolution of Commendation for Donald J. Pistolesi, Assistant Division Manager, Civil Service Commission, upon his retirement after twenty-eight (28) years of dedicated service.

CONSENT CALENDAR

(5) CONSENT CALENDAR ITEMS A THROUGH L.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of request for approval of proposed personal services contract number 265-93/94 between the Controller's Office and the Oracle Corporation. (File No. 1132-93)

NUMBER	DEPARTMENT	CONTRACTOR
265-93/94	Controller	Oracle Corporation

October 18, 1993: Contract Number 265-93/94 over to the meeting of November 1, 1993 at the request of the Controller's Office.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1137-93)

NUMBER	DEPARTMENT	CONTRACTOR
301-93/94	Airport	Curtis & Tompkins Analytical Labs
302-93/94	Airport	Tim Dayonot
303-93/94	Airport	Janis Bell
304-93/94	CAO	Artemis Capital Group/Charles A. Bell Securities
305-93/94	CAO	Artemis Capital Group/Kitahata & Company
306-93/94	CAO	Public Financial Management/Smith Mitchell Investment Group
307-93/94	CAO	Public Financial Management/Kitahata & Company
308-93/94	CAO	Economics Research Associates (ERA); Public Affairs Management (PAM); Iyer and Associates (IYER) (J/V) MBE/WBE

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
309-93/94	Police	Chinatown Youth Center
310-93/94	Police	Knox Associates
311-93/94	Police	National Council on Alcoholism & Other Drug Addictions - Bay Area NCADA-BA
312-93/94	Police	Real Alternatives Program - La Casa de los Jovenes (Mission Multi-Service Teen Center)
313-93/94	Public Health	UCSF/SFGH
314-93/94	Recreation and Park	Ginny Silva Jaquith/ San Francisco State University
315-93/94	Recreation and Park	Interquest Investigations, Inc.
316-93/94	S.F. Community College District	Mark Albright
317-93/94	Sheriff	Comprehensive Action Network (Thurgood Marshall Center)

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Classification of positions in various City departments. (File No. 1138-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Public Works	1	A889 Financial Specialist I (J, $1323B1603)	1823 Senior Administrative Analyst (Budget) (Z, Sch. 61.5 $1835B2230)
	1	A003 Grants Reimbursement Specialist II (Z,J $1690B2053)	1824 Principal Administrative Analyst (Leg/Policy) (Z, Sch. 64.7 $2145B2607)

(C)(cont.)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Public Works (cont.)	1	A890 Financial Specialist II (J, $1844B2242)	1824 Principal Administrative Analyst (Budget (Z, Sch. 64.7 $2145B2607)
	1	A890 Financial Specialist II (J, $1844B2242)	1823 Senior Administrative Analyst (Contract Administration) (Z, Sch. 61.5 $1835B2230)
Social Services	1	1823 Administrative Analyst (Sch. 61.5 $1835B2230)	Same

Rec: Adopt staff report.

(D) Classification of positions in various City departments. (File No. 1141-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Juvenile Probation	1	1654 Principal Accountant (Sch. 60.0 $1706B2074	1655 Systems Accountant (Sch. 61.0 $1791B2178)

Rec: Adopt staff report.

(E) Requests for appointment above the entrance rate for various employees. (File No. 2239-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDE
George Connell 1880 Chief of Systems	Controller	5	5
Manuel Uy 1821 MIS Manager	District Attorney	4	4

(E)(cont.)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Julia Friedlander 8174 Attorney, Civil and Criminal	City Attorney	2	2

Rec: Adopt staff report.

(F) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance and/or Memorandum of Understanding Article III, Section 5 of the Agreement between the City and County of San Francisco and the International Federation of Professional and Technical Engineer, (IFPTE) Local 21, AFL-CIO. (File No. 2238-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify department accordingly.

(G) Request approval to make one temporary exempt appointment in Class 5504 Project Manager II per Charter Section 8.300(5) in the Department of Public Health at San Francisco General Hospital. (File No. 1139-93)

Rec: Adopt staff report. Approve a temporary exempt appointment of Mr. Carlos Villalva in accordance with Charter Section 8.300(5) to Class 5504 Project Manager II, effective November 1, 1993 to December 31, 1995.

(H) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6812-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(I) Proposed amendment to the Civil Service Commission Rules adding new Rule 11B - Certification from Certain Eligible Lists for Classes 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst. (File No. 6748-93)

October 18, 1993: Post for adoption at the meeting of November 1, 1993.

Rec: Adopt.

(J) Status report on meet and confer with Service Employees International Union (SEIU Locals 250, 535 and 790) on Rule 11 - Certification of Eligibles. (File No. 6811-93)

Report submitted.

(K) Certification of highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (File No. 2229-93)

Rec: Adopt staff report; forward to the Board of Supervisors.

(L) Appeal of the decision of the General Manager, Personnel by Peter Gentile to deny appointment in Class 2143 Hospital Assistant Administrator, MIS and Patient Financial Services Specialties. (File No. 6680-93)

October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.

Rec: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.

REGULAR CALENDAR

IN-SERVICE MATTERS

(6) Appeal of the decision of the General Manager, Personnel to make a temporary near list appointment in Class 4226 Chief Personal Property Auditor. (File No. 6808-93)

Rec: Adopt staff report; deny appeal. Sustain decision of the General Manager, Personnel to grant temporary near list appointment to George Linn in Class 4226 Chief Personal Property Auditor from Class 1688 Chief Auditor.

(7) Appeal of the decision of the General Manager, Personnel by Mr. Steven A. Weinkauf to deny him credit for previous employment with the Law Library from January 17, 1977 to September 11, 1980. (File No. 6801-93)

Rec: Adopt staff report; deny the appeal of Steven A. Weinkauf; sustain the decision of the General Manager, Personnel.

(8) Reconsideration of Civil Service Commission action of July 19, 1993 related to Personnel Requisitions for Class 2320 Registered Nurse:

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6017-93)

July 19, 1993: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

August 16, 1993: Over to the meeting of November 1, 1993 at the joint request of the Department of Public Health and Local 790.

Rec: Sustain decision of July 19, 1993 related to the approval of specialities on Personnel Requisitions for Class 2320 Registered Nurse and authorizations for Exception to the Order of Layoff.

IN-SERVICE MATTERS (cont.)

(9) Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (File No. 4986-93)

July 19, 1993:	Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.
August 2, 1993:	Over to the meeting of August 16, 1993 at the request of the Medical Examiner-Coroner.
August 16, 1993:	Over to the meeting of September 20, 1993 at the request of the Coroner - Medical Examiner
September 20, 1993:	Over to the meeting of October 4, 1993 by Commission action.
October 4, 1993:	Over to the meeting of October 18, 1993 at Mr. Slade's request.
October 18, 1993:	Over to the meeting of November 1, 1993 at the request of Local 21.

Rec: Over to the meeting of November 15, 1993 at the request of staff.

EXAMINATION MATTERS

(10) Request to issue Classes 2913 Program Specialist and 2915 Program Specialist Supervisor announcement on a promotive basis only. (File No. 3675-93)

September 20, 1993:	Off calendar at the request of Department of Social Services.

Rec: Adopt staff report.

1. Issue announcement for Class 2913 Program Specialist on a promotive basis only for permanent employees of the Department of Social Services in Classes 2905 Senior Eligibility Worker, 2908 Hospital Eligibility Worker, 2907 Eligibility Worker Supervisor, 2910 Social Worker and 2912 Senior Social Worker, who also meet specified minimum qualifications.

2. Issue announcement for Class 2915 Program Specialist Supervisor on a promotive basis only for permanent employees of the Department of Social Services in Classes 2905 Senior Eligibility Worker, 2911 Appeals Specialist and 2907 Eligibility Worker Supervisor, who also meet specified minimum qualifications.

(11) Appeal of background rejection for Class 8238 Police Communications Dispatcher by Jeanette L. Cross. (File No. 3258-93)

Rec: Adopt staff report; deny appeal of Jeanette L. Cross; sustain the decision of the Chief of Police.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 1, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(12) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(13) Sharon Green, 1450 Executive Secretary I, 66/CPE-8, Public Utilities Commission, San Francisco Water Department, 10/23/92.

November 16, 1992:	Off calendar at the request of the Civil Service Equal Employment Opportunity and Affirmative Action Division.
October 4, 1993:	Over to the meeting of October 18, 1993 at the request of the Public Utilities Commission.
October 18, 1993:	Over to the meeting of November 1, 1993 at the request of the Public Utilities Commission.

Recommendation of the Public Utilities Commission:

Approve. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

APPEAL OF AUTOMATIC RESIGNATION

(14) Martin Inouye, 7379 Electrical Transit Mechanic, 61/E-16, San Francisco Municipal Railway, Public Utilities Commission, 3/10/93.

April 5, 1993:	Meeting cancelled due to lack of a quorum.
April 19, 1993:	Over to the meeting of May 17, 1993 at the request of Mr. Inouye's attorney.
May 17, 1993:	Meeting cancelled due to lack of a quorum.
May 25, 1993:	Over to the meeting of June 21, 1993 at the joint request of Mr. Inouye's attorney and the Public Utilities Commission.
June 21, 1993:	Meeting cancelled due to lack of a quorum.
June 30, 1993:	Over to the meeting of July 19, 1993 at the request of Mr. Inouye's attorney.
July 19, 1993:	Over to the meeting of August 2, 1993 at the request of the Public Utilities Commission.
August 2, 1993:	Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.
August 16, 1993:	Over to the meeting of Spetember 20, 1993 at the request of Mr. Inouye's attorney.
September 20, 1993:	Over to the meeting of October 18, 1993 at the request of Mr. Inouye's attorney.
October 18, 1993:	Over to the meeting of November 1, 1993 at the request of Mr. Inouye's attorney.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(15) Ronald Warren, 7355 Truck Driver, SG-0001/3, Public Utilities Commission, Hetch Hetchy Water and Power, 2/27/93.

July 19, 1993:	1. Over to the meeting of August 2, 1993 at the request of Mr. Warren's attorney. 2. Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.
August 2, 1993:	Over to the meeting of August 16, 1993 at the request of the Public Utilities Commission.
August 16, 1993:	Over to the meeting of September 20, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.
September 20, 1993:	Over to the meeting of October 4, 1993 at the joint request of Mr. Warren's attorney and the Public Utilities Commission.
October 4, 1993:	Over to the meeting of October 18, 1993 at the request of the City Attorney's Office.
October 18, 1993:	Over to the meeting of November 1, 1993 at the request of the City Attorney's Office.

Recommendation of the Public Utilities Commission:

Return name to the eligible list from which appointed to this position (Class 7355 Truck Driver).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(16) Steven M. Walker, 8320 Counselor, Juvenile Hall, 14/CPE-26, Juvenile Probation Department, 7/27/93.

September 20, 1993:	Over to the meeting of October 4, 1993 at the request of Local 790.
October 4, 1993:	Over to the meeting of October 18, 1993 at the request of Local 790.
October 18, 1993:	Over to the meeting of November 1, 1993 at the request of the Juvenile Probation Department.

(16)
(cont.) Recommendation of the Juvenile Probation Department:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Juvenile Probation Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(17) Valerie S. Figard, 1426 Senior Clerk Typist, 29/CPE-249, San Francisco Unified School District, 7/23/93.

September 20, 1993: Over to the meeting of October 4, 1993 at the request of Local 790.

October 4, 1993: Over to the meeting of October 18, 1993 at the request of the San Francisco Unified School District.

October 18, 1993: Over to the meeting of November 1, 1993 at the request of Local 790.

Recommendation of the San Francisco Unified School District:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the San Francisco Unified School District.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(18) Naomi Rose, 2305 Psychiatric Technician, 1/E-44, Department of Public Health, San Francisco General Hospital Medical Center, 8/10/93.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

(19) GENERAL MANAGER'S REPORT.

(A) Proposed Strategic Plan for the Civil Service Commission.

Rec: Adopt.

(B) Proposed procedures for monitoring appointments made as a result of the expanded certification rule. (File No. 6553-93)

September 20, 1993:	Staff to prepare a report to the Commission for its meeting on October 18, 1993.
October 18, 1993:	Refer recommendations back to staff for revision and incorporation of Commission comments; to be resubmitted at the meeting of November 1, 1993.

(20) INDIVIDUALS' REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(21) ADJOURNMENT.

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City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

SAN FRANCISCO
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NOVEMBER 15, 1993

ROOM 282 CITY HALL

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NOV 12 1993
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Order of Business

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

NOTICE

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All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16). All written material submitted for the Commission's review becomes part of a public record.

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13): The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

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a. Opening summary of case (brief overview);
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d. Closing remarks.

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b. Discussion of evidence;
c. Corroborating witnesses, if necessary; and
d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side

Disability Access

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Smoking is prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 15, 1993

PART I - 2 p.m.

ITEM NO.

(1) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(2) MINUTES.

Regular Meeting of November 1, 1993.

(3) ANNOUNCEMENTS.

A. Executive Session, November 15, 1993.

B. Change in schedule of Civil Service Commission meetings.

C. Other Announcements.

CONSENT CALENDAR

(4) CONSENT CALENDAR ITEMS A THROUGH I.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1137-93)

NUMBER	DEPARTMENT	CONTRACTOR
303-93/94	Airport	Janis Bell
315-93/94	Recreation and Park	Interquest Investigations, Inc.

November 1, 1993: Contracts Numbers 303-93/94 and 315-93/94 over to the meeting of November 15, 1993 by Commission action.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser

(B) Review of requests for approval of proposed personal services contracts. (File No. 1145-93)

NUMBER	DEPARTMENT	CONTRACTOR
318-93/94	Adult Probation	California Community Dispute Services
319-93/94	Airport	Peninsula Corridor Joint Powers Board (S.M.Co. Transit District)
320-93/94	Civil Service Commission	Fred LaCrosse
321-93/94	Controller	To Be Determined
322-93/94	Police	Real Alternatives Program (La Casa de los Jovenes)
323-93/94	Public Health	Jackie Brookman
324-93/94	Public Health	The David Inocencio Studio
325-93/94	Public Library	Friends of the S.F. Public Library
326-93/94	Public Library	Friends of the S.F. Public Library
327-93/94	Public Library	Friends of the S.F. Public Library
328-93/94	Public Library	Friends of the S.F. Public Library
329-93/94	Public Utilities Commission	Booz, Allen & Hamilton, Inc.
330-93/94	Public Utilities Commission	Westin Engineering, Inc.
331-93/94	Public Works	John Carrolo Engineers
332-93/94	Public Works	ECO Analysis, Inc.
333-93/94	S.F. Community College District	Mark Sapiro
334-93/94	S.F. Community College District	Mark Holman

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
335-93/94	Sheriff	Acupuncture & Recovery Treatment Services (A.R.T.S.)
336-93/94	Public Utilities Commission	JRP Historical Consulting Services
337-93/94	Public Utilities Commission	The Planning Collaborative

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Classification of positions in various City departments. (File No. 1146-93)

Department	No. Pos.	Budgeted Class and Rate	Recommended Class
Controller	1	1424 Clerk Typist (Sch. 48.4 $979B1185)	Same
	1	7284 Utility Plumber Supervisor II (Sch. 66.2 $2309B2806)	Same
Fire	1	7250 Utility Plumber Supervisor I (Sch. 64.7 $2145B2607)	Same
Recorder	2	8108 Senior Legal Process Clerk (Sch. 51.2 $1120B1335)	Same

Rec: Adopt staff report.

DEPARTMENT	CONSOLIDATE SUBJECT CLASSES
Airport	9261 Terminal Construction Program Administrator (Sch. 74.7 $3493B4246)
	9270 Deputy Director, Business Administration, Airports Commission (Sch. 74.7 $3493B4246)
	9272 Deputy Director, Operations & Maintenance, Airports Commission (Sch. 74.7 $3493B4246)

(C)(cont.)

DEPARTMENT	CONSOLIDATE SUBJECT CLASSES
Airport (cont.)	9274 Deputy Director, Planning and Development, Airports Commission (Sch. 74.7 $3493B4246)

Rec: Adopt staff report.

1. Consolidate the duties of Class 9270 Deputy Director, Business Administration, Airports Commission (Sch. 74.7) with Class 9261 Terminal Construction Program Administrator (Sch. 74.7); Class 9272 Deputy Director, Operations and Maintenance, Airports Commission, (Sch. 74.7); and Class 9274 Deputy Director, Planning and Development, Airports Commission (Sch. 74.7).

2. Allocate one position in Class 9261, one position in Class 9272, and one position in Class 9274 to Class 9270.

3. Classify three positions to Class 9270.

4. Retitle and amend the class specification for Class 9270 from Deputy Director, Business Administration, Airports Commission to Airport Deputy Director. (Draft class specification as detailed in the staff report).

5. Grant status in Class 9270 Airport Deputy Director to the permanent incumbent in Class 9261 Terminal Construction Program Administrator.

6. Abolish Class 9261 Terminal Construction Program Administrator, 9272 Deputy Director, Operations and Maintenance, Airports Commission, and 9274 Deputy Director, Planning and Development, Airports Commission.

(D) Requests for appointment above the entrance rate for various employees. (File No. 2239-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Manuel Uy 1821 MIS Manager	District Attorney	4	4

November 1, 1993: Request from District Attorney for Manuel Uy over to the meeting of November 15, 1993 by Commission action.

Rec: Adopt staff report.

(E) Requests for appointment above the entrance rate for various employees. (File No. 2243-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Doris Lee 9770 Community Development Assistant	Mayor's Office	2	2
Doris Thomas 9775 Senior Community Development Specialist II	Mayor's Office	2	2
Jean Harris 1371 Special Assistant XII	Public Health	5	5
All appointments in Class 2330 Nurse Anesthetist	Public Health	4	4
All appointments in Class 2450 Pharmacist	Public Health	5	5
All appointments in Class 2453 Supervising Pharmacist	Public Health	5	5
All appointments in Class 2454 Clinical Pharmacist	Public Health	3	3
All appointments in Class 2555 Physical Therapist Assistant	Public Health	5	5

Rec: Adopt staff report.

(F) Request of Romeo Nicasio for employment rights in Class 1650 Accountant following layoff from a position in Class 1652 Senior Accountant. (File No. 6856-93)

Rec: Adopt staff report. Deem Class 1652 Senior Accountant as promotive for layoff purposes from Class 1650 Accountant.

(G) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance and/or Memorandum of Understanding Article III, Section 5 of the Agreement between the City and County of San Francisco and the International Federation of Professional and Technical Engineers, (IFPTE) Local 21, AFL-CIO. (File No. 2242-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(H) Appeal of background rejection for Class H2 Firefighter by Lawrence L. Powell. (File No. 3690-93)

Rec: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

(I) Appeal of background rejection for Class H2 Firefighter by Kathleen O'Reilly. (File No. 3692-93)

Rec: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

REGULAR CALENDAR

IN-SERVICE MATTERS

(5) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6812-93)

November 1, 1993:	Personnel Requisitions with special conditions for "Shift" or "Driver License" over to the meeting of November 15, 1993.

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(6) Request to designate Class 2458 Forensic Toxicologist as promotive for layoff purposes. (File No. 4986-93)

July 19, 1993:	Over to the meeting of August 2, 1993 at the request of the Medical Examiner-Coroner.
August 2, 1993:	Over to the meeting of August 16, 1993 at the request of the Medical Examiner/Coroner.
August 16, 1993:	Over to the meeting of September 20, 1993 at the request of the Medical Examiner/Coroner.
September 20, 1993:	Over to the meeting of October 4, 1993 by Commission action.
October 4, 1993:	Over to the meeting of October 18, 1993 at Mr. Slade's request.
October 18, 1993:	Over to the meeting of November 1, 1993 at the request of Local 21.
November 1, 1993:	Over to the meeting of November 15, 1993 at the request of staff.

Rec: Adopt staff report; designate Class 2458 Forensic Toxicologist as promotive for layoff purposes.

IN-SERVICE MATTERS (cont.)

(7) Appeal of the decision of the General Manager, Personnel by Peter Gentile to deny appointment in Class 2143 Hospital Assistant Administrator, MIS and Patient Financial Services Specialties. (File No. 6680-93)

October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.

November 1, 1993: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.

Rec: Adopt staff report; deny the appeal of Peter Gentile; sustain the decision of the General Manager, Personnel.

COMPENSATION MATTERS

(8) Appeal of staff's denial of supervisory differential adjustment for Fiscal Year 1992-93 for William A. McConnell, Ph.D., Class 2575 Research Psychologist. (File No. 2248-93)

Rec: Adopt staff report; deny appeal of William A. McConnell, Ph.D.

CLASSIFICATION MATTERS

(9) Review of draft class specification for "Executive Assistant" to the Civil Service Commission (Proposition L; November 2, 1993 Ballot). (File No. 1147-93)

Open for discussion.

(10) GENERAL MANAGER'S REPORT.

Proposed budget for the Civil Service Commission and the Human Resources Department.

(11) INDIVIDUAL'S REQUESTS TO SPEAK.

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(12) ADJOURNMENT.

In memory of Lowell Hewitt, Secretary II, Department of Public Health, San Francisco General Hospital Medical Center, who died on November 3, 1993.

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City and County of San Francisco
Civil Service Commission

AGENDA

Meeting

DECEMBER 6, 1993

ROOM 282 CITY HALL

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PUBLIC LIBRARY

Order of Business

PART I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

PART II, 3 p.m.

SEPARATIONS FROM THE SERVICE

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, Commissioner
A. Lee Munson, Commissioner
Wendell L. Pryor, General Manager, Personnel
Albert C. Walker, Assistant Secretary

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 6 1993

PART I - 2 p.m.

ITEM NO.

(1) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(2) MINUTES.

A. Special Meeting of November 8, 1993.

B. Regular Meeting of November 15, 1993.

(3) ANNOUNCEMENTS

A. Executive Session, December 6, 1993.

B. Other Announcements.

CONSENT CALENDAR

(4) CONSENT CALENDAR ITEMS A THROUGH K.

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(A) Review of requests for approval of proposed personal services contracts. (File No. 1137-93)

NUMBER	DEPARTMENT	CONTRACTOR
315-93/94	Recreation and Park	Interquest Investigations, Inc.

November 1, 1993: Contracts Numbers 303-93/94 and 315-93/94 over to the meeting of November 15, 1993 by Commission action.

(A)(cont.)

November 15, 1993:

1. Contract Number 315-93/94 over to the meeting of December 6, 1993 at the request of the Recreation and Park Department.

2. Adopt staff report on Contract Number 303-93/94; notify the offices of the Controller and the Purchaser.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1151-93)

NUMBER	DEPARTMENT	CONTRACTOR
338-93/94	Airport	Don Shoecraft dba MTK Publications/Communications
339-93/94	Airport	KCA Engineers, Inc.
340-93/94	Airport	Carbone Smolan Associates
341-93/94	Airport	Geotechnical Consultants, Inc.
342-93/94	Art Commission	Jaap Bongers
343-93/94	Art Commission	Elizabeth Saltos
344-93/94	Art Commission	Alice Aycock
345-93/94	Art Commission	Ann Chamberlain
346-93/94	Art Commission	Arthur Gonzalez
347-93/94	Art Commission	Su-Chen Hung
348-93/94	Board of Supervisors	S.F. Community Television Corp.
349-93/94	Civil Service Commission	Sam Kaner, Ph.D.
350-93/94	Commission on Status of Women	Merrick T. Tossein Associates
351-93/94	Human Rights Commission	Project Sentinel

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
352-93/94	Human Rights Commission	New College of California
353-93/94	Mayor's Office	Children's Council of San Francisco
354-93/94	Mayor's Office	Wu Yee Children's Services
355-93/94	Mayor's Office	Ella Hill Hutch Community Center
356-93/94	Mayor's Office	Arriba Juntos
357-93/94	Mayor's Office	Community United Against Violence (CUAV)
358-93/94	Mayor's Office	Caheed, Inc.
359-93/94	Mayor's Office	Bernal Heights Neighborhood Center (BHNC)
360-93/94	Mayor's Office	Jewish Vocational and Career Counseling Service (JVS)
361-93/94	Mayor's Office	Wajumbe Cultural Institute, Inc.
362-93/94	Mayor's Office	Chinatown Youth Center
363-93/94	Mayor's Office	Ocean-Ingleside-Merced Pilgrim Community Center
364-93/94	Mayor's Office	Japanese Community Youth Council (JCYC)
365-93/94	Port	To Be Determined
366-93/94	Port	Perretti & Park Pictures
367-93/94	Public Utilities Commission	EIP Associates
368-93/94	Public Utilities Commission	Ronald Yoshiyama
369-93/94	Public Works	Fiberglass Structural Engineering
370-93/94	Public Works	To Be Determined

(B)(cont.)

NUMBER	DEPARTMENT	CONTRACTOR
371-93/94	Public Works	Geraghty & Miller, Inc.
372-93/94	Purchasing	Mardave Compu, Inc.
373-93/94	Sheriff	Anita De Frantz, Ph.D.
374-93/94	Sheriff	Arlene Hamilton
375-93/94	Sheriff	Linda Connelly & Assoc. (LCA)
376-93/94	Public Health	Stop AIDS Project
377-93/94	Public Health	University of California, S.F., School of Medicine
378-93/94	Social Services	Family Support Services of the Bay Area (RESPITE)
379-93/94	Social Services	Family Support Services of the Bay Area (RESPITE)
381-93/94	Assessor	To Be Determined

THE FOLLOWING PERSONAL SERVICES CONTRACT IS FUNDED BY SHORT-DOYLE FUNDS:

380-93/94	Public Health	Alameda County Health Care Services Agency

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Classification of positions in various City departments. (File No. 1146-93)

DEPARTMENT	CONSOLIDATE SUBJECT CLASSES
Airport	9261 Terminal Construction Program Administrator (Sch. 74.7 $3493B4246)
	9270 Deputy Director, Business Administration, Airports Commission (Sch. 74.7 $3493B4246)
	9272 Deputy Director, Operations & Maintenance, Airports Commission (Sch. 74.7 $3493B4246)

(C)(cont.)

DEPARTMENT	CONSOLIDATE SUBJECT CLASSES
Airport (cont.)	9274 Deputy Director, Planning and Development, Airports Commission (Sch. 74.7 $3493B4246)

November 15, 1993: Over to the meeting of December 6, 1993 at the request of staff.

Rec: Adopt staff report.

1. Consolidate the duties of Class 9270 Deputy Director, Business Administration, Airports Commission (Sch. 74.7) with Class 9261 Terminal Construction Program Administrator (Sch. 74.7); Class 9272 Deputy Director, Operations and Maintenance, Airports Commission, (Sch. 74.7); and Class 9274 Deputy Director, Planning and Development, Airports Commission (Sch. 74.7).

2. Allocate one position in Class 9261, one position in Class 9272, and one position in Class 9274 to Class 9270.

3. Classify three positions to Class 9270.

4. Retitle and amend the class specification for Class 9270 from Deputy Director, Business Administration, Airports Commission to Airport Deputy Director. (Draft class specification as detailed in the staff report).

5. Grant status in Class 9270 Airport Deputy Director to the permanent incumbent in Class 9261 Terminal Construction Program Administrator.

6. Abolish Class 9261 Terminal Construction Program Administrator, 9272 Deputy Director, Operations and Maintenance, Airports Commission, and 9274 Deputy Director, Planning and Development, Airports Commission.

(D) Requests for appointment above the entrance rate for various employees. (File No. 2256-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMENDED
Kathleen Hennessey 1365 Special Assistant VI	CAO	5	5
Michael Martin 1369 Special Assistant X	Mayor	2	2

Rec: Adopt staff report.

(E) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance and/or Memorandum of Understanding Article III, Section 5 of the Agreement between the City and County of San Francisco and the International Federation of Professional and Technical Engineers, (IFPTE) Local 21, AFL-CIO. (File No. 2255-93)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(F) Request of Romeo Nicasio for employment rights in Class 1650 Accountant following layoff from a position in Class 1652 Senior Accountant. (File No. 6856-93)

November 15, 1993: Over to the meeting of December 6, 1993 at the request of Local 21.

Rec: Adopt staff report. Deem Class 1652 Senior Accountant as promotive for layoff purposes from Class 1650 Accountant.

(G) Request to designate Class 1688 Chief Auditor as promotive for layoff purposes. (File No. 6913-93)

Rec: Adopt staff report; designate Class 1688 Chief Auditor as promotive for layoff purposes.

(H) Status Rights for Danilo Arcenal, David Fok and Richard Nishiki-Finley in Class 2471 Water Quality Chemist, Department of Public Works. (File No. 6910-93)

Rec: Adopt staff report. Grant permanent status to Danilo Arcenal, David Fok and Richard Nishiki-Finley in Class 2471 Water Quality Chemist, Department of Public Works, subject to serving a six month probationary period.

(I) Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff. (File No. 6919-93)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(J) Appeal of background rejection for Class H2 Firefighter by Lawrence L. Powell. (File No. 3690-93)

November 15, 1993: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

Rec: Over to the meeting of January 3, 1994 at the request of the San Francisco Fire Department.

(K) Appeal of background rejection for Class H2 Firefighter by Kathleen O'Reilly. (File No. 3692-93)

November 15, 1993: Over to the meeting of December 6, 1993 at the request of the San Francisco Fire Department.

Rec: Over to the meeting of January 3, 1994 at the request of the San Francisco Fire Department.

REGULAR CALENDAR

COMPENSATION MATTERS

(5) Requests for appointment above the entrance rate for various employees. (File No. 2243-93)

NAME AND CLASS	DEPARTMENT	STEP REQUESTED	STEP RECOMMEND
Doris Lee 9770 Community Development Assistant	Mayor's Office	2	2
Doris Thomas 9775 Senior Community Development Specialist II	Mayor's Office	2	2
Jean Harris 1371 Special Assistant XII	Public Health	5	5

November 15, 1993:

1. Request for Doris Lee and Doris Thomas over to the meeting of December 6, 1993 by Commission action to enable staff to provide additional information.

2. Request for Jean Harris over to the meeting of December 6, 1993 by Commission action; staff directed to investigate allegations of misrepresentation of credentials.

Rec: Adopt staff report.

CLASSIFICATION MATTERS

(6) Report of investigation of one (1) position in Class 1658 Chief Accountant at San Francisco General Hospital Medical Center, (SFHMC). (File No. 1153-93)

Rec: Adopt staff report.

CLASSIFICATION MATTERS (cont.)

(7) Adoption of class specification for Executive Officer, Civil Service Commission (Proposition L; November 2, 1993 Ballot).
(File No. 1147-93)

November 15, 1993: Calendar for action on December 6, 1993.

Rec: Adopt staff report.

1. Create Class 1285 Executive Officer, Civil Service Commission as a result of Proposition "L". Draft class specification as detailed in the staff report.

2. Abolish Class 1284 Assistant Secretary, Civil Service Commission.

3. Grant status to permanent incumbent in Class 1284 to Class 1285 by action of the voters per passage of Proposition "L".

4. All foregoing actions to be effective upon certification of November 2, 1993 election results.

IN-SERVICE MATTERS

(8) Reconsideration of Civil Service Commission action of July 19, 1993 related to Personnel Requisitions for Class 2320 Registered Nurse:

Review of Personnel Requisitions with special qualifications and/or skills for approval as Exceptions to the Order of Layoff.
(File No. 6017-93)

July 19, 1993: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exception to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

August 16, 1993: Over to the meeting of November 1, 1993 at the joint request of the Department of Public Health and Local 790.

November 1, 1993: Over to the meeting of December 6, 1993 at the request of Local 790.

(8)
(cont.)

Rec: Sustain decision of July 19, 1993 related to the approval of specialities on Personnel Requisitions for Class 2320 Registered Nurse and authorizations for Exception to the Order of Layoff.

(9) Appeal of the decision of the General Manager, Personnel by Peter Gentile to deny appointment in Class 2143 Hospital Assistant Administrator, MIS and Patient Financial Services Specialities. (File No. 6680-93)

October 4, 1993: Over to the meeting of November 1, 1993 at the request of staff.

November 1, 1993: Over to the meeting of November 15, 1993 at the request of the Department of Public Health.

November 15, 1993: Over to the meeting of December 6, 1993 due to split vote (vote of 2 to 2).

Rec: Adopt staff report; deny the appeal of Peter Gentile; sustain the decision of the General Manager, Personnel.

(10) Appeal of the decision of the General Manager, Personnel by Theodore Streleski to deny his claim of discrimination under Civil Service Commission Rule 1, Section 1.03(A), for his non-selection for employment with the City and County of San Francisco. (File No. 6918-93)

Rec: Adopt staff report; deny appeal of Theodore Streleski; sustain the decision of the General Manager, Personnel.

(11) Proposed amendments to the Civil Service Commission Rules to implement Proposition "L" (November 1993 Ballot). (File No. 6923-93)

Rec: Post for adoption at a Special Meeting to be held on or after December 13, 1993.

(12) Appeal of staff's denial of protest regarding the oral/performance examination for Class 290 Deputy Clerk, Municipal Court. (File No. 3296-93)

Rec: Adopt staff report; deny appeal of Amrik Singh Clair.

(13) Appeal of staff's denial of protest regarding the oral/performance examination for Class 290 Deputy Clerk, Municipal Court. (File No. 3297-93)

Rec: Adopt staff report; deny appeal of Karen Liu.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 6, 1993

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(14) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR.

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

DISMISSAL OF PERMANENT EMPLOYEE

(15) Keith Willis, 7372 Stationary Engineer, Sewage Plant, 31/E-32, Department of Public Works, 12/29/92.

June 21, 1993:	Meeting cancelled due to lack of a quorum.
June 30, 1993:	Over to the meeting of September 20, 1993 at Mr. Willis' request.
June 30, 1993:	Over to the meeting of September 20, 1993 at Mr. Willis' request.
September 20, 1993:	Over to the meeting of December 6, 1993 at Mr. Willis' request.

Recommendation of the Department of Public Works:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Works.

DISMISSAL OF PERMANENT EMPLOYEE

(16) Carol Hochstatter, 1929 Parts Storekeeper, 17/E-1, Public Utilities Commission, San Francisco Municipal Railway, 9/5/93.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(17) Palema A. Lyell, 2322 Head Nurse, 7/CPE-43, Department of Public Health, Laguna Honda Hospital, 10/28/93.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year of work experience outside the City and County service. Not to be employed again by the Department of Public Health.

(18) GENERAL MANAGER'S REPORT.

A. Reorganization/Implementation of Proposition L.

B. Update on Certification Rule.

C. Department of Social Services Investigation.

(19) REQUESTS TO SPEAK.

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m., Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(20) ADJOURNMENT.

In memory of George J. Grubb, former General Manager, Personnel (November 14, 1958 to December 14, 1971), who recently died in Hawaii at the age of 77.

In memory of Glenda Skiffer, Planner V, Department of City Planning, who died November 23, 1993.

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CITY AND COUNTY OF SAN FRANCISCO
CIVIL SERVICE COMMISSION

SPECIAL MEETING AGENDA

MEMBERS OF THE COMMISSION

Emi R. Uyehara, President
Juan Rios, Vice President
Karen Clopton, Commissioner
George Kosturos, President
A. Lee Munson, Commissioner

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COMMISSION STAFF

Albert C. Walker, Executive Officer

WEDNESDAY, DECEMBER 15, 1993
4 p.m.
ROOM 52-D (BASEMENT) CITY HALL

AGENDA

ITEM NO.

(1) Appeal of staff's dismissal of Election Petition 6-DP-92/93-9. (File No. 2272-93)

Rec: Adopt staff report; deny appeal of Michael Frudakis; sustain the decision of the General Manager, Personnel.

(2) Reconsideration of Civil Service Commission action of November 1, 1993:

Request to issue Classes 2913 Program Specialist and 2915 Program Specialist Superviosr announcements on a promotive basis only. (File No. 3675-93)

September 20, 1993: Off calendar at the request of Department of Social Services.

November 1, 1993: Adopt staff report as amended to reflect the Commission's intension to announce these examinations on a Citywide basis.

1. Issue announcement for Class 2913 Program Specialist on a promotive basis only for any current employee in Classes 2905 Senior Eligibility Worker, 2908 Hospital Eligibility Worker, 2907 Eligibility Worker Supervisor, 2910 Social Worker and 2912 Senior Social Worker, who also meet specified minimum qualifications.

2. Issue announcement for Class 2915 Program Specialist Supervisor on a promotive basis only for any current employee in Classes 2905 Senior Eligibility Worker, 2911 Appeals Specialist and 2907 Eligibility Worker Supervisor, who also meet specified minimum qualifications.

Rec: Rescind action of November 1, 1993; take the following action:

1. Reissue announcement for Class 2913 Program Specialist on a promotive basis only for current employees of the City and County of San Francisco who also meet specified minimum qualifications.

2. Reissue announcement for Class 2915 Program Specialist Supervisor on a promotive basis only for current employees of the City and County of San Francisco who otherwise meet specified minimum qualifications.

(3) Proposed amendments to the Civil Service Commission Rules to implement Proposition "L" (November 1993 Ballot). (File No. 6923-93)

December 6, 1993: Post for adoption at the Special Meeting of December 15, 1993.

Rec: Adopt.